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**DeskMate™**  
Sample Session

**TANDY**®

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# **DeskMate™**

## **Sample Session**

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# INTRODUCTION

DeskMate™ combines several productive business tools into one easy-to-use package. The applications built into DeskMate include:

- **Main Menu** for selecting applications and files and performing general DeskMate functions
- **Text** for basic typing, editing, and word-processing needs
- **Worksheet** to create spreadsheets for calculation purposes
- **Filer** for organizing, storing, and retrieving information
- **Calendar** to plan and schedule upcoming events
- **Telecom** to access information and data services and communicate with other computers
- **Mail** to create and read messages
- **Host** for communicating with the DeskMate from a remote terminal or another computer

In addition to the applications listed above are various subfunctions that you can use anytime, anywhere in DeskMate:

- **ALARM**, which, when turned on, beeps and displays messages to remind you of scheduled appointments and events
- **CALCULATOR** for computing figures
- **PHONE** for automatic memory dialing
- **HELP** for quick assistance on using any application
- **DATE** to change the system date under which you powered up the computer
- **SCREEN** to print the contents of the current screen
- **PRINTER** to set printer settings such as margins before printing



The DeskMate package includes this tutorial booklet, a *Reference Manual*, a *Quick Reference Card*, a Program Diskette, and a Data Diskette. The sample session, which makes up most of this booklet, is designed to help you become familiar with DeskMate by demonstrating and stepping you through its many features.

To quickly look up information about a specific topic, use the *Reference Manual*. It covers every aspect of an application or subfunction in detail and helps you understand and use the full range of features available in DeskMate.

To use DeskMate, the following equipment is required:

- TRS-80® Model 4 or 4P Microcomputer with a minimum 64K memory and two disk drives

To use Host, Telecom, and Phone, you need a modem. To have the computer automatically dial a number, you need a modem with an auto dialing function. To have the computer answer a call, you need a modem with an auto answering function.

To print information, you need a printer with an appropriate cable.

## Beginning the Sample Session

During most of the sample session, you will be working with sample data involving the catering firm, Bon Appetit, which is owned by a Mr. Edwin Raymond. You will be using DeskMate on Edwin's behalf. The sample session is broken down into mini-sessions, each one covering a different application or subfunction.

Before you try out some of DeskMate's features, make backups (duplicates) of the DeskMate Program Diskette and the DeskMate Data Diskette. **Never** run DeskMate with the original Program and Data Diskettes — use them **only** for making working copies. Store the original diskettes in a safe place, away from dust, magnetic fields, or anything else that might damage them. Use the backups when you want to run DeskMate.

## Backing Up Program Diskettes

To back up your DeskMate Program Diskette, follow these steps:

1. Turn on your computer system as instructed in the *Introduction to Your Disk System* manual.
2. Insert a new, blank diskette in Drive 1 (or an old diskette you wish to reuse), and close the drive door.
3. Insert a TRSDOS 6.2.0 system diskette in Drive 0 and close the drive door.
4. Press the reset button.
5. The screen shows:

Date MM/DD/YY ?

For purposes of using the sample session data, type **02/25/85** (**ENTER**). This system date will correspond with sample data and examples you'll be using.

6. At TRSDOS Ready, type **FORMAT :1 (Q=N)** (**ENTER**).
7. If you are reusing an old diskette, the screen may show:

Diskette contains data -- Name = NAME Date = MM/DD/YY  
Are you sure you want to format it ?

Type **Y** (**ENTER**).

8. When the formatting process is complete, the screen should show:

Formatting complete

TRSDOS Ready

9. Type **BACKUP** (**ENTER**).

Remove the system diskette from Drive 0 and insert the program diskette. Close the drive door.

10. For Source drive number, type **0** (**ENTER**), then for Destination drive number, type **1** (**ENTER**).

11. The following message may appear on the screen:

Destination disk ID is different: Name = *NAME* Date = *MM/DD/YY*

Are you sure you want to backup to it (Y,N) ?

Type **Y** (**ENTER**). When the backup is complete, the screen shows:

Backup complete

TRSDOS Ready

Write the diskette name on the label of the new backup diskette, using a felt-tip pen.

## Backing Up Data Diskettes

To back up your DeskMate Data Diskette, follow these steps:

1. Insert a diskette containing TRSDOS® in Drive 0 and close the drive door.
2. Insert a new, blank diskette in Drive 1 (or an old diskette you wish to reuse), and close the drive door.
3. At TRSDOS Ready, type **FORMAT :1 (Q=N)** (**ENTER**).
4. If you are reusing an old diskette, the screen may show:

Diskette contains data -- Name = *Name* Date = *MM/DD/YY*  
Are you sure you want to format it ?

Type **Y** (**ENTER**).

5. When the formatting process is complete, the following message appears:

Formatting complete

TRSDOS Ready

6. Now type **BACKUP :0 :1 (X) (ENTER)**.
7. When Insert SOURCE disk (ENTER) appears, remove the system diskette from Drive 0 and insert the data diskette you wish to back up. Close the drive door and press (ENTER).
8. The following message may appear:

Destination disk ID is different: Name = NAME Date = MM/DD/YY

Are you sure you want to backup to it (Y,N) ?

Type **Y (ENTER)**.

9. When the backup procedure is complete, the screen shows:

Insert SYSTEM disk (ENTER)

Remove the disk in Drive 0. Insert the system diskette and press (ENTER). The screen shows:

Backup complete

TRSDOS Ready

Write the diskette name on the label of the new backup diskette, using a felt-tip pen.

## The Main Menu Screen

Insert a backup copy of the DeskMate Program Diskette into Drive 0 and a copy of the Data Diskette into Drive 1. Press the reset button. To load DeskMate, type **DM (ENTER)**. The Main Menu is soon displayed.

Tandy DeskMate		Version 01.00.00		02/25/85 10:30am					
FEB 1985 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		Events for Today : Make appointment with accountant Mom's birthday -- call florist Write confirmation letter to Wilson 05:30a Shop at fish and produce wholesale markets 07:30a Meet Bill at gym 08:30a Prepare food for Davis luncheon 11:45a Luncheon at Riverdale Country Club							
Text	Worksheet	Filer	Telecom	Calendar	Mail				
LHEAD ADDRESS	BUDGET	CLIENTS		AGENDA	LAURA MESSAGES				
[0] DATE	[1] NAME	[2] FREE	[3] ALARM	[4] HOST	[5] PASSWD	[6] SELECT	[7] COPY	[8] DELETE	[9] SWAP

The top line shows the program name and the current date and time. (The date shown is the system date you entered when powering up the computer.) The current month's calendar is at the left with today's date highlighted (displayed in reverse video).

Events scheduled for today's date are displayed to the right of the calendar to remind you of special occasions. You enter events through Calendar and Alarm. These events can be special meetings and engagements or "all-day" events not associated with a particular time (like a birthday).

The bottom half of the screen lists the DeskMate applications and previously created DeskMate files. These files contain sample data that you will be using during the sample session.

In the first column on the left are files created with the application, Text, followed by spreadsheet files created with the Worksheet application. Files created with Filer are displayed in the next column. Automatic log on files that give you instant access to information services such as CompuServe are listed under Telecom. Calendar files are displayed in the next column, followed by Mail files that consist of messages you both send and receive.

The bottom two lines of the screen are label lines listing the available functions of the application you are currently using. To select a function, hold down the **(CLEAR)** key and without releasing **(CLEAR)**, press the number of the function you wish to use. For example, if you wanted to change the date displayed in the upper right corner and highlighted in the calendar, you would press **(CLEAR) (0)** for DATE. (The Main Menu functions currently displayed will be discussed in the section, "Main Menu.")

The sample session starts on the next page with the application, Text. When you are finished with a particular part of the sample session and want to exit DeskMate, press **(F3)** repeatedly until TRSDOS Ready appears. To have an extra copy of the work you have done during the sample session, make a backup of the DeskMate Data Diskette. It is a good idea to get into the habit of backing up your working copy at the end of each day you enter or change data. After you have made a backup, remove all diskettes and turn off the computer system.

**Note:** When you are finished with the sample session and wish to use DeskMate for your own purposes, you can delete the sample data files so that you can store your information on the Data Diskette in Drive 1. The section, "Ending the Sample Session," gives more detailed information on this subject.

## Arrow and Function Keys

To select an application, position the selection marker over the desired application by using **(←)** and **(→)** keys. When the application you want to use is highlighted, press **(ENTER)** to select that application.

To select an existing DeskMate file, press **(↓)** to move the selection marker to the bottom half of the screen. Then use the arrow keys to move the selection marker to the desired file, and press **(ENTER)** when the desired file is highlighted. The corresponding application is also highlighted and selected at the same time. You can also select the appropriate application, then enter the filename to access the desired file.

You will be using the arrow keys within applications and subfunctions to move the selection marker or cursor to a particular piece of information. (The selection marker indicates that a whole unit of information is marked, such as a file or an application. A cursor marks a single character.) To move the selection marker or cursor farther and faster, use the arrow keys with (SHIFT) or (CLEAR). See the *Quick Reference Card* for details on using the arrow keys.

**Note:** Whenever you see a two-key instruction, such as (SHIFT) (←) or (CLEAR) (5), hold down the first key and without releasing that key, press the second key.

There are five general purpose keys that you can use at all times. (F1) is a backspace/delete key that moves the cursor to the left one space and erases the previous character. And since “insert mode” is the mode in which you’ll usually be typing, you can simply type the character you originally intended to, and the characters following the deleted character shift automatically to the right one space.

(F2) displays a menu listing eight subfunctions (as distinguished from the main DeskMate applications) you can choose at any time. Press (F2) now to see this menu. At the bottom of the screen, you see:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
HELP	ALARM	CALC	PHONE	SCREEN	PRINTER	DATE	ALARM OFF		

These subfunctions will be described throughout the tutorial.

**Note:** Each application has a help screen, which, like the *Quick Reference Card*, briefly explains all the available key functions. Whenever you want to display the help screen for the application you are currently using, press (F2) for the subfunctions menu, then press (CLEAR) (0).

(F3) returns you to the previous level of operation, the Main Menu, or back to TRSDOS Ready. Use (F3) if you have chosen an application or subfunction accidentally or if you are finished with whatever you are doing. Press (F3) now to return to the Main Menu level of operation. The subfunction menu is replaced with the Main Menu label lines.

# 1 INTRODUCTION

---

A special key combination, **(SHIFT) (F3)**, can be used in the Text and Worksheet applications to not save a new file or changes made to an old file. The data just typed in or any changes made to an existing file are not saved and you return to the Main Menu.

**(BREAK)** cancels the current request or command. For example, if you accidentally choose a function, press **(BREAK)** to discontinue and return to the previous level of operation so that you can choose another function.

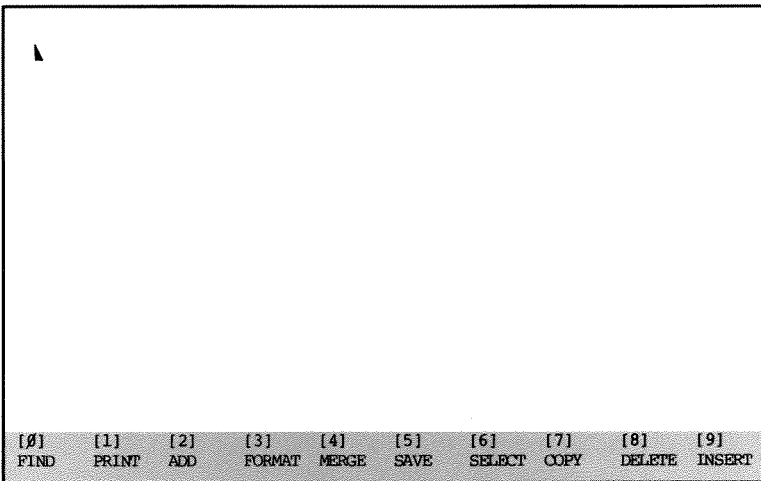
If you leave a particular screen on without doing anything for more than 10 minutes, the contents of the screen disappear and you see the message, DeskMate by Tandy Press Any Key, scroll from right to left. This action prevents the previous image from being “burned on” the screen permanently. Press any key until the previous screen reappears.





# TEXT

Press **(ENTER)** to select Text. At the Enter Filename: prompt, type **Letter** **(ENTER)** for the name of the text file you are creating. A blank typing page appears with label lines at the bottom of the screen, showing the functions available in Text.



Type the following letter, pressing **(ENTER)** where indicated. Do not worry about typing mistakes — later you'll learn how to correct errors by inserting, deleting, and overstriking text.

---

Dear Mrs. Williams: (ENTER)

(ENTER)

I am writing to confirm your agenda for the upcoming month.

I have you scheduled for the following days: (ENTER)

(ENTER)

3/3/85 Luncheon for 8 at noon (ENTER)

3/12/85 Afternoon tea for 6 at 3:00 (ENTER)

3/25/85 Dinner for 10 at 8:00 (ENTER)

3/31/85 Wedding reception for 60 at 7:30 (ENTER)

(ENTER)

If any of the above information is incorrect, please inform me as quickly as possible, as March appears to be a very busy month. Also, we need to get together soon and arrange the menus. (ENTER)

(ENTER)

Sincerely, (ENTER)

(ENTER)

Edwin Raymond (ENTER)

---

**Note:** ¶ indicates the end of a document and □ indicates the end of a line.

You need to add an event to the list for March 1st, so move the cursor over the first 3 of 3/3/85 by holding down the (□) key until you are at the line containing the March 3rd event. You are currently in ADD mode (the default typing mode) as shown in the label line at the bottom of the screen. Type 3/1/85, press the space bar three times, then type **Bridal shower for 15 at 1:00** (ENTER). Note that the original text automatically moved to the right as you added (inserted) the new text and then moved down to the next line when you pressed (ENTER) after typing.

The information for the event scheduled on March 25th needs to be changed to March 26th for 12 people. First move the cursor over the 5 of 25. To change the typing mode to REPLACE, press (CLEAR) (2). (Note that REPLACE now appears in the label line.) Type 6 over the 5, move the cursor to the 0 of 10, and then type 2 over the 0. REPLACE (overstrike) mode lets you type over text.

One more correction should be made — the word, “and,” in the last sentence should be changed to “to.” Move the cursor to the a in and and type to. Now press (CLEAR) (8) (for DELETE) to erase the d and shift the rest of the sentence to the left one character. Press (CLEAR) (2) to switch from REPLACE back to ADD mode.

**Note:** If you made any mistakes while typing the letter, correct those errors now by using the ADD/REPLACE typing modes and the DELETE function, then continue with the rest of the Text sample session. Remember that you can also use the (F1) key (in ADD mode) to delete the character to the left of the cursor and close up text.

## Copying Text from Another File

Address information from another Text file should be inserted above the salutation. Press (F3) to save the letter and return to the Main Menu. Press (↓) to move the selection marker to the bottom half of the screen, then move the marker over the ADDRESS file, and press (ENTER). The name/address information of Mr. Raymond's customers appears on the screen. To look up Mrs. Williams' address, press (CLEAR) (0) for FIND. Type **Wil** (using just part of the name, Williams) (ENTER) for the search string. The cursor moves to the W of Williams.

Anytime you want to do something with a block of information (copy, insert, delete), you must first select and define the text block using the function, SELECT. Move the cursor to the M of Mrs. and press (CLEAR) (6) to select the beginning of the address block, then press (↓) three times to select the three lines of Mrs. Williams' address block. Press (CLEAR) (7) to put a copy of the address block in the copy buffer.

To create a new file in which to put a copy of the address block, press (CLEAR) (7) again. At the bottom of the screen, you see:

From:

To:

Press (ENTER) to skip the From prompt, and for the new filename, type **Williams** (ENTER). Since you are finished using this file, press (F3) to return to the Main Menu. Press (↓) to move the selection marker to the file section, then move the marker over LETTER and press (ENTER).

When the letter reappears, press **CLEAR** **7** to use the COPY function again. Type **Williams** **ENTER** to load the copy buffer from that file. To insert the address block above the salutation, make sure the cursor is at the beginning of the letter, and press **CLEAR** **9** to INSERT the contents of the copy buffer at the current cursor position.

You need to add a blank line between the customer's address and the salutation. Check the label line at the bottom of the screen to make sure you're in ADD mode. If REPLACE is displayed instead of ADD, press **CLEAR** **2** to change typing modes. Move the cursor to the D of Dear and press **ENTER** to create a blank line.

Edwin Raymond's return address should be placed above Mrs. Williams' address. A Text file called LHEAD contains the standard heading Edwin uses at the top of all his correspondence. Press **CLEAR** **1** to move the cursor to the beginning of the text. To insert the Text file, LHEAD, at the top of the letter, press **CLEAR** **4** for MERGE, then type **Lhead** **ENTER** for the filename.

The address information appears at the beginning of the document, and now the letter looks like this:

---

Edwin Raymond  
4000 Seville Avenue  
Fort Worth, Texas 76126  
Date  
Mrs. Eliot Williams  
1908 Florida Avenue  
Denton, Texas 70912

Dear Mrs. Williams:

I am writing to confirm your agenda for the upcoming month. I have you scheduled for the following days:

- 3/1/85    Bridal shower for 15 at 1:00
- 3/3/85    Luncheon for 8 at noon
- 3/12/85    Afternoon tea for 6 at 3:00
- 3/26/85    Dinner for 12 at 8:00
- 3/31/85    Wedding reception for 60 at 7:30

If any of the above information is incorrect, please inform me as quickly as possible, as March appears to be a very busy month. Also, we need to get together soon to arrange the menus.

Sincerely,

Edwin Raymond

---

Move the cursor to the D of the Date line. Press **CLEAR** **(2)** to switch to REPLACE mode, then type **February 25, 1985** **(ENTER)**. To add a blank line between the addresses, move the cursor to the M in Mrs. and press **(ENTER)**.

**Note:** With the addition of two address blocks, the letter now contains more than 22 lines — the maximum number of text lines that can be displayed on a screen. Press **CLEAR** **(↓)** to move the cursor to the end of the letter to see the lines that would not fit on the screen.

## Printing Text

Before printing text it is a good idea to make the line width displayed on the screen coincide with the line width that will be printed on a page. By using the function, **FORMAT**, you can get a rough idea of what the text will look like when it is printed. To change the displayed line width, press **CLEAR** **(3)** for **FORMAT**. The default (built-in) width value is 70. Since the letter will be printed with a line width of 50, type **50** **(ENTER)** to change the display.

The letter now looks like this:

Edwin Raymond  
4000 Seville Avenue  
Fort Worth, Texas 76126  
February 25, 1985

Mrs. Eliot Williams  
1908 Florida Avenue  
Denton, Texas 70912

Dear Mrs. Williams:

I am writing to confirm your agenda for the upcoming month. I have you scheduled for the following days:

- 3/1/85    Bridal shower for 15 at 1:00
- 3/3/85    Luncheon for 8 at noon
- 3/12/85    Afternoon tea for 6 at 3:00
- 3/26/85    Dinner for 12 at 8:00
- 3/31/85    Wedding reception for 60 at 7:30

If any of the above information is incorrect, please inform me as quickly as possible, as March appears to be a very busy month. Also, we need to get together soon to arrange the menus.

Sincerely,

Edwin Raymond

**Note:** Use the arrow keys to see the entire letter.

Make sure your printer is properly connected and on-line. Use standard 8½ by 11 inch paper (80-column computer paper), and align the paper in the printer. Advance the paper so that the printer head is on the sixth line to manually set the top margin.

Press **(F2)** to display the subfunctions menu. At the bottom of the screen, you see:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
HELP	ALARM	CALC	PHONE	SCREEN	PRINTER	DATE	ALARM OFF		

Press **CLEAR** **5** to display the **PRINTER** settings. The screen shows the default values for the five settings.

---

PRINTER SETTINGS	
Left Margin:	0
Printed Line Width:	70
Total Lines per Page:	66
Printed Lines per Page:	60
Pause between Pages (Y/N):	Y

---

The default setting for the Left Margin is shown as 0. Type **15** **ENTER** to make the left margin approximately 1½ inches from the edge of the paper. The next setting, Printed Line Width, is the number of characters you want a printed line to contain. To change the default line width of 70 to 50, type **50** **ENTER**.

Total Lines per Page refers to your paper size — the number of lines on the entire page. The default value for Total Lines per Page, 66, is used for both regular computer paper (8½ by 11 inches) and wide, 132-column computer paper (14 by 11 inches). Press **ENTER** to use the displayed default value of 66.

Printed Lines per Page refers to the number of lines you want printed on the page. This value equals the number entered for Total Lines per Page minus the number of blank lines you want at the top and bottom of a page. After you manually adjust the printer aligning the paper to start printing from the line at the printer head position, double that line value and then subtract that from the Total Lines per Page value.

For this example, you aligned the paper to start printing on the sixth line. To have the bottom margin also contain six blank lines (and the top margin of any subsequent pages), you subtract 12 from 66 and the result, 54, is the value for Printed Lines per Page. Type **54** **ENTER** to change the Printed Lines Per Page default.



If you are printing on continuous form paper, you would type N (ENTER) to choose the N (no pause) setting. N tells the computer not to stop after printing each page. If you are printing on single sheets, press (ENTER) to keep the Y (pause) default. The setting for Pause between Pages does not really matter in this example since the letter is less than one printed page. For this example, simply press (F3) to skip the last prompt and to redisplay the Text function label lines, then press (CLEAR) (1) to start printing.

## Exchanging Text

After the printer has stopped, press (F3) to save the letter file and return to the Main Menu. At the Main Menu, press (1) then move the marker over ADDRESS and press (ENTER). The name/address information of Mr. Raymond's customers reappears on the screen. Press (F2) to display the subfunctions menu, then press (CLEAR) (0) for the Text Help screen. The screen shows:

### Text

To select a function, press [CLEAR] and number/character key.

- [6] SELECT beginning of block, move cursor to end of desired block, then COPY or DELETE.
- [7] COPY SELECTed block to copy buffer or add TO specified Text file. Or load COPY buffer FROM a specified Text file.
- [8] DELETE current character or SELECTed block.
- [9] INSERT contents of copy buffer at cursor position.
- [E] EXCHANGE search string match with replacement string. Enter search/replacement strings. Press [Y] or [N] at all matches or [BREAK] to cancel search/replace process.

Press F3 to Return

To see the next help screen, press **(ENTER)**.

Text

To select a function, press [CLEAR] and number key.

- [0] FIND specified string. Enter search string for first match. Press [CLEAR] [0], [ENTER] to search for next match.
- [1] PRINT document. First, check PRINTER settings on subfunctions menu.
- [2] ADD/REPLACE switch. Switch between insert (ADD) and overstrike (REPLACE) modes.
- [3] FORMAT screen display. Enter desired line width.
- [4] MERGE another Text file at cursor position. Enter filename.
- [5] SAVE copy of current document to disk. Enter new filename or press [ENTER] to use original filename.

Press Enter to Continue

Press **(F3)** to return to the previous screen.

The only Text function you have not used yet is the last one shown on the above Help screen, EXCHANGE. The EXCHANGE function lets you find a specific string of characters throughout a text file and replace the string with different text.

For example, suppose you wanted to change almost every occurrence of Fort Worth to Dallas. Press **(CLEAR) (E)** for EXCHANGE then type **Fort Worth (ENTER)** for the Search string. Next, for the Replacement string, type **Dallas (ENTER)**.

The cursor moves to the first occurrence of Fort Worth in Cindy Beauchamp's address and you are asked Replace? (Y/N). Press **(Y)**. The Replacement string, Dallas, is substituted for the Search string, Fort Worth, and then the cursor moves to the next occurrence of the Search string in Ellen McKinney's address. Press **(N)** to keep this occurrence of Fort Worth. The cursor moves to the last address and asks you Replace? (Y/N). Press **(Y)**. The Text labels lines reappear.

To change the addresses back to the way they were originally, press **(CLEAR) (I)**, then press **(CLEAR) (E)** for EXCHANGE again. This time, type **Dallas (ENTER)** for the Search string and **Fort Worth (ENTER)** for the Replacement string. Press **(Y)** at the first occurrence, **(N)** at the second occurrence, and **(Y)** at the last occurrence. Now the Address file is the same as when you opened it.

## Using Calculator Within Text

You can select the subfunction, CALCULATOR, while using any application. Before exiting Text and returning to the Main Menu, experiment with Calculator. Press **(F2)**, then press **(CLEAR) (2)** to use Calculator. The Text label lines at the bottom of the screen are replaced by the Calculator labels and a small window to display figures.

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]		0.0
ADD	SUBTR	MULT	DIV	PERCENT	+/-	CA	CE	+	

Calculator works just like a hand-held calculator, except that both the accumulator (the result of the last mathematical operation) and the operand (the number upon which the operation is performed) are always visible. (You usually can enter and see only one number at a time on a hand-held calculator.)

For example, to add 5 and 1, type **5 (ENTER)**, **1 (ENTER)**. The answer, 6.0, (the accumulator) is displayed on the top line. To subtract 4 from 6, press **(CLEAR) (1)** for SUBTR, then type **4 (ENTER)**. The top line changes to 2.0.

Division and multiplication are done in the same fashion. To multiply 2 by 10.3, type **10.3 \* (ENTER)**. (To multiply, you can use the **(CLEAR) (2)** function or type \*.) The accumulator is now 20.6. To divide 20.6 by .4, press **(CLEAR) (3)**, and then type **.4 (ENTER)**. The answer, 51.5, is shown on the top line. Note that it doesn't matter in what order you do things: you can type the operand or select the mathematical operation first. In either case, once you press **(ENTER)** the operation is performed and the answer is displayed.

Now suppose you want to know what 25 percent of 51.5 is. Type % (or press **(CLEAR) (4)**), and then type **25 (ENTER)**. The accumulator changes to 12.875. The PERCENT function takes the operand you enter and gives that percentage of the accumulator, displaying the result on the top line.

**CLEAR** **5** changes the sign of the operand from positive to negative and vice versa. For example, to divide 12.875 by a negative 4, press **CLEAR** **3** for DIVIDE, then **CLEAR** **5** to change the sign of the operand to negative, then type 4 **ENTER**. The answer, shown on the top line, is  $-3.21875$ .

The **CA** function erases both the top and bottom lines and sets the operation to ADD. Press **CLEAR** **6** for CLEAR ALL (CA) to start over. Type 51.5 **ENTER**.

If you make a mistake in typing an operand, press **CLEAR** **7** before you press **ENTER** to perform the operation. When you use the CE (Clear Entry) function, only the last number typed (the operand) is erased — the original arithmetic operation is still performed. For example, suppose you want to take 30% of 51.5 and instead you accidentally type 25. Press **CLEAR** **4** for PERCENT, then type 25. Press **CLEAR** **7** to erase the 25, then type 30 **ENTER**. The new result is 15.45.

To exit Calculator and return to Text, press **F3**. The bottom lines change back to the Text labels.

## Exiting Text

To exit Text, press **(F3)** to return to the Main Menu. **(F3)** saves a newly created document you just typed or any editing changes made to an old document. When you press **(F3)**, the Text file (and any revisions made to it) is saved on disk, and you also exit Text and return to the Main Menu.

If you do not want to save a newly created document or the editing changes made to an old document, press **(SHIFT) (F3)**. When you press **(SHIFT) (F3)**, you are asked if you want to Cancel Edit? (Y/N). Press **(Y)** to return to the Main Menu and not save a new document or any editing changes made to an old document. If you were editing an old document, the text file is “unedited” — it is exactly the same as it was when you first opened it for revisions. Press **(N)** if you want to continue editing and do want to save the changes you’ve made.

If you have edited a file and want to keep the file as it was originally entered plus have a new file including all changes, use the **SAVE** function by pressing **(CLEAR) (5)**. Then, enter a name for the new file with the editing changes.

# FILER

CHAPTER 2

To select the file, CLIENTS, from the Main Menu, place the selection marker over CLIENTS under the Filer column and press **ENTER**. The screen soon shows the first record in the Clients file.

FILER [CLIENTS]		First Record	02/25/85 10:30am						
Last Name.....*	Beauchamp								
First Name.....*	Cindy								
Address.....*	2209 Riverdale Road								
Address.....*									
City.....*	Fort Worth								
State.....*	Tx								
Zip Code.....*	76107								
Phone.....*	817-883-1267								
Acct Bal (\$).....*#	0								
Remarks.....*	Prefers French cuisine, very dry wines. Allergic to almonds. Member of Riverdale Country Club.								
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
FIND	CALL	DISPLAY	PRINT	FORM	MERGE	SELECT	COPY	DELETE	ADD

Edwin Raymond previously set up this form to use for clients. All records of his clients taken together make up the file, Clients. A form is divided into two parts: labels are in the left column, and the right half of the screen is for entering the actual data for the client. For example, Last Name is a label, and Beauchamp is the data field.

The pound sign (#), next to the Account Bal (\$) label, indicates that numeric data must be entered in this field. However, you can also use the NUMBER function, which displays a pound sign in the label area, when creating a form to make any data field, text or numeric, right-justified for print and display purposes. An asterisk (\*) in the label area indicates that the information in the label and data areas will be printed or displayed if you choose those functions.

Press **CLEAR** (→) to see the next record. The screen shows a form filled in for Frederick Davis.

FILER [CLIENTS]

02/25/85 10:30am

Last Name.....\*: Davis

First Name.....\*: Frederick

Address.....\*: 6601 Oak Boulevard

Address.....\*:

City.....\*: Arlington

State.....\*: Tx

Zip Code.....\*: 77109

Phone.....\*: 817-256-9011

Acct Bal (\$).....\*# 217.33

Remarks.....\*: Outstanding bill for 1/15/85 dinner. Sent 1/31/85.  
Call if not paid by 2/28/85.

[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]

FIND CALL DISPLAY PRINT FORM MERGE SELECT COPY DELETE ADD

Records are arranged in alphabetical order or ascending numerical order, depending upon what kind of data is entered for the first label of a form. For example, if clients were given account numbers and Account # was the first label of the form, the records in the Clients file would be arranged according to ascending account number.

**Note:** You can arrange records using any label you wish when you create a form using the ORDER function. This topic is explained later in this section.

## Finding Records

Suppose that you would like to see all records of clients who live in Fort Worth. Press **CLEAR** (0) for FIND. A blank form is displayed. New label lines appear at the bottom of the screen with function keys you can use while in FIND mode. To skip the first four data fields, press (I) (or **ENTER**) until the marker is on the data field for City. To see all records whose city equals Fort Worth, type **Fort Worth** (**ENTER**). Press (**F3**) to return to the original Filer screen and display the first match found. Cindy Beauchamp's record reappears on the screen.

Press **CLEAR** **←** to see the next match found. The screen shows the record of Laura Wordsworth.

Press **CLEAR** **0** for FIND again. Suppose you want to print a list of those customers who have an outstanding balance in their account (Account Balance > 0). Press **CLEAR** **4** to RESET the search criteria. Press **↓** until the marker is positioned on the Account Balance line. Press **CLEAR** **1** to change the operator from “equal to” to “greater than or equal to.” Then, type **1** **ENTER** for the amount.

**Note:** = is the default operator to find an exact match of the search criteria entered, but you can change the operator by pressing **CLEAR** **1** to look for a match GREATER than or equal to or **CLEAR** **2** for LESS than or equal to.

Presently, all the labels and data fields are marked to be printed or displayed as indicated by an asterisk on each label line. To display and print labels and data for the labels, Last Name, First Name, and Account Balance only, you need to “unmark” the rest of the labels.

Before exiting the FIND screen, move the marker to the first address line, and press **CLEAR** **6**. The asterisk disappears so that now the first Address label and information will not be displayed or printed. MARK switches back and forth from marking to unmarking a label and associated data for printing and displaying.

Move the marker to the second address line, and press **CLEAR** **6** to unmark that label. Repeat this process for the City, State, Zip Code, Phone, and Remarks labels. When only the labels, Last Name, First Name, and Account Balance, have an asterisk next to them, press **F3** to return to the original Filer screen. The first record with an outstanding balance, that of Frederick Davis, is displayed.

The two functions, DISPLAY and PRINT, list a group of records (rather than just one record at a time) in horizontal format. To display a list of those customers who have an account balance equal to or greater than \$1.00, press **CLEAR** **2**. The screen soon displays the list of records that match the FIND criteria.



FILER - DISPLAY [CLIENTS]			Find Mode	02/25/85	10:30am
Last Name	First Name	Acct Bal			
Davis	Frederick	217.33			
Helmer	John	650.51			
Williams	Eliot (Mrs.)	88.00			
[End of List]					
[0]	[1]	[2]	[3]	[4]	[5]
	CALL		PRINT		

The labels are displayed on the top line with the data of the matching records below the appropriate label column.

To print this information, first make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about six lines from the top). Next, you need to check the printer settings, so press **(F2)**, then **(CLEAR) (5)**. To change the printer settings, type **0 (ENTER)** for Left Margin, **80 (ENTER)** for Printed Line Width, **(ENTER)** to keep 66 for Total Lines per Page, then type **60 (ENTER)** for Printed Lines per Page.

Press **(F3)** to return to Filer, then press **(CLEAR) (3)** to print. The records are printed exactly the way they appear on the screen when you display them. To exit the DISPLAY screen, press **(F3)**. The lines with the original function keys reappear.

To add a new record, press **(CLEAR) (9)**. A blank screen appears so that you can fill in the information for the new client. For Last Name, type **McKinney (ENTER)**. For First Name, type **Ellen (ENTER)**. Type **3398 Ridgeway (ENTER)** in the first address line, then type **Apartment 500 (ENTER)** in the second address line. For City, type **Fort Worth (ENTER)**, then for State, type **Tx (ENTER)**. Type **76103 (ENTER)** for the Zip Code. For Phone, type **8173338166 (ENTER)**. Type **0 (ENTER)** for the account balance. For the last item, Remarks, type **Prefers Szechwanese cuisine -- very spicy.**

To exit ADD mode, press **(F3)**. Press **(CLEAR) (0)** for FIND, then press **(CLEAR) (4)** to clear the current FIND selections. Press **(F3)** to return to the original Filer screen and the first record in the file, Cindy Beauchamp. To call Cindy Beauchamp, press **(↓)** until the marker is on the Phone line. If you were to actually make the phone call now, you would press **(CLEAR) (1)** to have the number automatically dialed for you.

## Creating a New Form

Now, you are going to create a special form for the stores and companies Edwin uses. Press **(F3)** until the Main Menu is displayed. Select the Filer application again. Type **Supplier (ENTER)** as the name of the new file you are creating. A blank FORM screen is displayed when you create a new file to contain information on a particular subject, and you see the FORM function key label lines:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
ORDER	PACK	NUMBER						DELETE	ADD

For the first label, type **Company (ENTER)**. The rest of the space allocated for the label is filled with periods, a colon is inserted, and the cursor automatically moves to the first position in the data area. Press **(ENTER)** to fill the rest of the line with periods. When you actually enter data for this label, you will be able to type 59 characters for a firm's name. Press **(ENTER)** to return to the label area.

For the second label, type **Contact (ENTER)**, then press **(ENTER)** again to indicate the data area. Press **(ENTER)** to return to the label area, then type **Address (ENTER)** for the next label. Press **(ENTER)** twice. To create an additional address line, repeat the above instruction — type **Address**, then press **(ENTER)** three times.

Type **City**, then press **(ENTER)** three times for the fifth label. Next, type **State (ENTER)**. To limit the number of characters to two for the standard two-letter state abbreviation, type **.. (ENTER)**. When you enter data for State, you will be able to enter only two letters in the data field.



## Arranging Records Using ORDER

Use the ORDER function to arrange the records according to one or more fields. For example, suppose Edwin wants the records to be sorted according to Due Date and Company. Once you specify Due Date as the first label by which to sort and then Company as the second label by which to sort, the records are arranged so that the first record displayed has the earliest Due Date, and then if two records have the same Due Date, the record that comes first alphabetically is displayed before the other record.

**Note:** If you don't specify the order in which you want to sort records, the program automatically arranges the records in ascending order using the first label on the form. In this case, if no order is specified, the records are arranged alphabetically according to Company.

To specify Due Date/Company order, move the marker to the Due Date label and press **(CLEAR) (0)**. Press **(ENTER)** for the Priority number to have the program automatically take the next logical number (in this case, 1). Note that the priority number is displayed after the label. Next, move the marker to the Company label, and press **(CLEAR) (0)**. Press **(ENTER)** to use 2 for the next priority number.

You need to make one more modification. Suppose you decide you really don't need that last line to enter data for Remarks. To delete the fifth data line, move the marker to the Remarks line and press **(ENTER)** to move the marker to the data area. Press **(↑)** to move the cursor to the beginning of the last line, then hold down **(CLEAR) (8)** for DELETE until the entire line of periods has been erased.

# Adding New Records

Now that the form is complete, press **(F3)** to exit the FORM screen. A blank form is displayed so that you can now start adding records. Fill in the form with the data below, pressing **(ENTER)** after typing information for a data field. When you get to the data field for Remarks, press **(CLEAR) (9)** to store this record and add another.

---

Company	.....2*	ABC Exterminators
Contact	.....*	Roy Johnson
Address	.....*	4000 Main Street
Address	.....*	P.O. Box 112
City	.....*	Fort Worth
State	.....*	Tx
Zip Code	.....*	76101
Phone	.....*	817-990-1212
Due Date	.....1*	03/05/85
Amount Due	.....*#	33.87
Remarks	.....*	

---

After you save a record by using the ADD function, a blank form reappears for adding a new record. Type the following data for the next two records, pressing **(ENTER)** after typing information for a data field. Press **(ENTER)** to skip the second Address line, and then press **(CLEAR) (9)** after you enter the Amount Due.

---

Company	.....2*	LaFrance Bakery
Contact	.....*	Jacqueline Dominique
Address	.....*	634 Trinity Avenue
Address	.....*	
City	.....*	Fort Worth
State	.....*	Tx
Zip Code	.....*	76018
Phone	.....*	817-732-5766
Due Date	.....1*	03/01/85
Amount Due	.....*#	45.14
Remarks	.....*	

---

---

Company .....2\*: **Petta Linen Service**  
 Contact .....\*: **Giorgio Petta**  
 Address: .....\*: **6501 Blackwood**  
 Address: .....\*:  
 City .....\*: **Fort Worth**  
 State .....\*: **Tx**  
 Zip Code .....\*: **73092**

Phone ..... :- **817-482-7371**

Due Date .....1\*: **03/06/85**  
 Amount Due .....\*# **17.16**

Remarks .....\*:

---

Type the information shown below for the last record. When you get to the Remarks data field, type each line and then press the space bar to move the cursor to the beginning of the next line. Since word-wrapping is not automatic, fill the rest of the line with spaces whenever you want to start a new line. When you're finished typing the Remarks information, press **(F3)** to save the last record and exit ADD mode.

---

Company .....2\*: **Young's Fish Market**  
 Contact .....\*: **Ann Young**  
 Address .....\*: **554 2nd Avenue**  
 Address: .....\*:  
 City .....\*: **Fort Worth**  
 State .....\*: **Tx**  
 Zip Code .....\*: **77069**

Phone .....\*: **817-563-2199**

Due Date .....1\*: **03/02/85**  
 Amount Due .....\*# **78.44**

Remarks .....\*: **DAILY SPECIALS: Monday - Fresh lobster. Tuesday - Shrimp.  
 Wednesday - Red snapper. Thursday - Crab. Friday - Lake  
 trout. Saturday - Oysters and clams.**

---

You can see that the records have been sorted according to the Due Date/Company order because the record with the earliest due date, March 1, is LaFrance Bakery, and that record appears on the screen even though the first record entered was for ABC Exterminators. Now press **CLEAR** **(←)** to see the record with the next due date. The record for Young's Fish Market is displayed, although this was the last record entered. To see the last record in the file according to the ORDER criteria, press **CLEAR** **(↓)**. The record for Petta Linen Service is displayed because this record has the last due date, March 6.

Before returning to the Main Menu, read the notes below on the other functions that you can use in Filer. After you are finished, press **(F3)** to return to the Main Menu.

## Other Functions

Use the CALL function to dial the telephone number on which the marker is currently positioned. To use the CALL function, you must have your computer properly connected to an automatic dialing modem. Phone numbers should be entered in the format, ###-###-####, where the first three digits are the area code, followed by the rest of the phone number.

The function, PACK, on the FORM screen is used to improve the “efficiency” level of a file. If you change the form or frequently add or delete records, the amount of wasted space in the file (and on disk) increases which, in turn, decreases the efficiency of the file. If your efficiency level has declined from A to C or D, use PACK to “clean up” the file and compress the data as compactly as possible.

Use SELECT (on the original FILER screen after records have been added) to define the data you want to put into a text file via the copy buffer. Next, use the COPY function to put the selected data into the copy buffer, then specify to which Text file you want to copy.

To merge the records from another Filer file with the current file, use the MERGE function. The format of the other file must exactly match that of the current file. If both the label and data fields are set up in the same manner, the records from the other file will be added to and properly sorted in the current file.

Use the DELETE function to delete the entire record currently displayed. Note that the DELETE function erases the **whole** record, not just the highlighted data field.

To open the file, Budget, and select the spreadsheet application at the same time, move the selection marker to **Worksheet**, then press **(I)** and **(ENTER)**. The screen soon shows a spreadsheet for Edwin Raymond's home budget.

```

WORKSHEET [BUDGET ]
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
BUDGET FOR JAN 1985

EXPENSE BUDGET ACTUAL NET
CATEGORIES AMOUNT AMOUNT AMOUNT

6 Car Paymnt 250.00 250.00 0.00
7 Car Gas 80.00 60.00 20.00
8 Home Gas 50.00 87.13 -37.13
9 Electric 75.00 39.89 35.11
10 Water 25.00 17.25 7.75
11 Phone 50.00 61.10 -11.10
12 Rent 400.00 400.00 0.00
13 Insurance 65.00 65.00 0.00
14 Grocery 150.00 113.57 36.43
15 Fun 100.00 165.00 -65.00
16
17 TOTALS 1245.00 1258.94 -13.94

Select Command:
R LC 1
[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]
FIND CALC FORMULA TEXT FORMAT MERGE SELECT COPY DELETE INSERT

```

The filename and time are displayed on the top line of the screen. The screen, itself, is just a small portion of a “worksheet” on which you can enter data. A worksheet can contain up to 99 columns and 99 rows, while one screen of a worksheet (called a “window”) consists of 17 rows and 7 columns. The highlighted rectangular box that is currently positioned at Row 1, Column 1 (Cell 1,1) is called the entry marker.

The blinking cursor below Row 17, which looks like an underline character, is on the “data entry line.” As you type data, it is displayed both on the data entry line and in the cell in which the entry marker is positioned. After you press **(ENTER)** (or an arrow key), the data is “entered” into the cell, and the data entry line is blank so that you can enter new data.

Below the data entry line is the command line at which you are prompted to select a command. Sometimes, additional instructions will be displayed on the command line for you to specify exactly what you want done.



Below the command line and right above the function keys is the “cell status line” that shows the cell currently highlighted by the entry marker (R1C1), the contents of the cell (this cell is empty), and the amount of free memory you have to enter data. The amount of memory you have may differ, but in this example, 5153 additional characters could be entered.

## Creating a Simple Budget Worksheet

This budget compares Edwin’s budgeted amounts for expense categories with the actual amounts he spent during the month of January. Now you are going to recreate this worksheet, step by step, to learn how to use the Worksheet’s basic functions.

Press **(F3)** to return to the Main Menu. Move the selection marker over Worksheet and press **(ENTER)**. The screen soon shows a blank screen for creating a new worksheet. On the command line, you are prompted to enter a filename for the spreadsheet you are about to create. Type **Example (ENTER)** for the filename.

## Entering Labels and Text Data

First, you are going to enter column and row headings. Press the **(CAPS)** key once to enter these labels in capital letters. In Cell 1,1, the cell on which the marker is positioned, type **EXPENSE**. Note that Select Command was replaced by Enter Text to show the type of contents the cell contains. Press **(↓)** to move the marker to Cell 2,1 (Row 2, Column 1), and type **CATEGORIES**.

**Note:** Remember that if you make mistakes in typing, you can use **(F1)** to backspace and delete the previous character.

Press **(←)** and **(↑)** to move the marker to Cell 1,2. Press the space bar four times, then type **BUDGET**. Press **(↓)** once, then press the space bar four times. Type **AMOUNT** to complete the Column 2 heading.

Move the marker to Cell 1,3, press the space bar four times, then type **ACTUAL**. Press ☐, then the space bar four times. Type **AMOUNT** to finish the Column 3 heading.

Move the marker to Cell 1,4, press the space bar four times, then type **NET**. In Cell 2,4, press the space bar four times, then type **AMOUNT**.

Now you will enter the various expense categories. Press **(CAPS)** so that you can type both upper- and lowercase letters. Move the marker to Cell 4,1 to enter the first expense category. Type **Car Paymnt**. Press **(↓)** to move the marker to Cell 5,1, then type **Car Gas**. Type the rest of the expense categories in Column 1.

- Home Gas** in Cell 6,1
- Electric** in Cell 7,1
- Water** in Cell 8,1
- Phone** in Cell 9,1
- Rent** in Cell 10,1
- Insurance** in Cell 11,1
- Grocery** in Cell 12,1
- Fun** in Cell 13,1

Move the marker to Cell 15,1 to enter a label for Row 15. Press **(CAPS)**, then type **TOTALS**.

This is the way the basic form of the budget looks.

WORKSHEET [EXAMPLE ]				02/25/85		10:30am			
1	2	3	4	5	6	7			
1 EXPENSE	BUDGET	ACTUAL	NET						
2 CATEGORIES	AMOUNT	AMOUNT	AMOUNT						
3									
4 Car Paymnt									
5 Car Gas									
6 Home Gas									
7 Electric									
8 Water									
9 Phone									
10 Rent									
11 Insurance									
12 Grocery									
13 Fun									
14									
15 TOTALS									
16									
17									
TOTALS									
Enter Text:									
R15C 1				Free Memory 5766					
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
FIND	CALC	FORMULA	TEXT	FORMAT	MERGE	SELECT	COPY	DELETE	INSERT

## Entering Numbers and Formulas

To enter the budget amount for the first expense category, Car Paymnt, move the marker to Cell 4,2. Type **250** **(ENTER)** for the \$250.00 car payment. Note that Select Command was replaced by Enter Number to show the type of contents the cell contains. Since the built-in display format for numbers is for financial data (the dollar format) with two decimal places, .00 was automatically added to the 250 you entered. Also, note that a number is right-justified within a cell, whereas text is left-justified.

Press **(↓)** to move the marker to Cell 5,2, then type **80** to enter the budget amount of \$80.00 for gasoline. Press **(↓)**, then type **50** for the budget amount for Home Gas. Type the budget amounts for the rest of the expense categories in Column 2.

**75** in Cell 7,2  
**25** in Cell 8,2  
**50** in Cell 9,2  
**400** in Cell 10,2  
**65** in Cell 11,2  
**150** in Cell 12,2  
**100** in Cell 13,2

Next, you will enter a formula to add these numbers to come up with the total budget amount. Move the marker to Cell 15,2 and press **(CLEAR)** **(2)** for FORMULA. Type **SUM(R4)** **(ENTER)**. This formula tells the computer to add the numbers starting from Row 4 to Row 15, the row on which the entry marker is currently positioned. (This is a short cut way of entering the formula,  $R4 + R5 + R6 + R7 + R8 + R9 + R10 + R11 + R12 + R13$ .)

Now press **(CLEAR)** **(1)** to calculate the formula. The calculated budget amount total, \$1,245.00, is soon displayed in Cell 15,2.

To enter the actual amount spent for the first expense category, Car Paymnt, move the marker to Cell 4,3. Type **250**. Press **(↓)** to move the marker to Cell 5,3, then type **60**, and press **(↓)** to enter \$60.00 for the amount actually spent for gasoline. Type the actual amounts for the rest of the expense categories in Column 3.

87.13 in Cell 6,3  
 39.89 in Cell 7,3  
 17.25 in Cell 8,3  
 61.10 in Cell 9,3  
 400 in Cell 10,3  
 65 in Cell 11,3  
 113.57 in Cell 12,3  
 165 in Cell 13,3

To enter a formula for calculating the total actual amount spent, move the marker to Cell 15,3, press **CLEAR** (2), then type **SUM(R4)** (ENTER). Press **CLEAR** (1) to calculate the formula. The total actual amount, \$1,258.94, is soon displayed in Cell 15,3.

You need to enter one more formula to calculate the net amounts in Column 4. Move the entry marker to Cell 4,4, press **CLEAR** (6) for SELECT, then press (1) 11 times to indicate that Rows 4 through 15 are a single block and that all values in Column 4 are calculated using the same formula. Press **CLEAR** (2), then type **C2 - C3** (ENTER). This formula takes each budget amount in Column 2 and subtracts the corresponding actual amount in Column 3 to calculate and display the net amount for that particular expense category in Column 4.

Now press **CLEAR** (1) to calculate the net amounts. The computed results are displayed row by row, expense category after expense category.

## Printing a Worksheet

Next, you are going to enter a title for the worksheet as a finishing touch. Press **CLEAR** (1), then **CLEAR** (←) to move the marker to Cell 1,1. To insert two blank rows to make room for the title at the top of the worksheet, first, press **CLEAR** (←) to move the marker to the column containing the row number labels, then press **CLEAR** (9) twice to INSERT two rows.

Press (←) twice to move the marker to Cell 1,2, then type **BUDGET FOR**. Press (←), then the space bar once, then type **JAN 1985** (ENTER).

Now that the entire budget worksheet is finished, you are ready to print it. If an entire worksheet fits on the screen, you can do a “window” print to print all data on the screen. (Worksheet screen data such as row and column numbers and the function keys will not be printed. They will be printed if you do a “screen” print using the subfunctions menu. See the *Reference Manual* for details.)

Before using the print function, make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about six lines from the top). Next, to check the printer settings, press (F2), then (CLEAR) (5). You don’t need to change any settings, so press (F3) to return to Worksheet. Now press (CLEAR) (P). The printed copy looks like the one below.

BUDGET FOR JAN 1985			
EXPENSE CATEGORIES	BUDGET AMOUNT	ACTUAL AMOUNT	NET AMOUNT
Car Paymnt	250.00	250.00	0.00
Car Gas	80.00	60.00	20.00
Home Gas	50.00	87.13	-37.13
Electric	75.00	39.89	35.11
Water	25.00	17.25	7.75
Phone	50.00	61.10	-11.10
Rent	400.00	400.00	0.00
Insurance	65.00	65.00	0.00
Grocery	150.00	113.57	36.43
Fun	100.00	165.00	-65.00
TOTALS	1245.00	1258.94	-13.94

After the printer has stopped, press (F3) to save the worksheet and return to the Main Menu.

## Setting Up an Amortization Table

Now that you have finished constructing a simple worksheet, you may want to experiment with some of the Worksheet's more complicated and sophisticated features. In the following example, you will be creating a spreadsheet for an amortization schedule.

For each period, the fixed monthly payment is calculated and broken down into its two components: the interest and principal payments. There are three variables in this example: the original amount of the loan, the interest rate, and the number of periods over which the loan is to be amortized. The spreadsheet is divided into two parts: the top part is for entering the values for the variables, and the bottom part is the actual amortization table.

Move the selection marker over Worksheet and press **(ENTER)**. Type **Table** **(ENTER)** for the filename of the worksheet you are creating. At Cell 1,1, type **LOAN AMT.** Press **(↓)** to move the entry marker to Cell 2,1 (Row 2, Column 1), then type **INT RATE.** Next, move the entry marker to Cell 3,1 and type **PERIODS.**

Next, you want to instruct the program to let you enter these values when you use the Calculate function. Move the entry marker to Cell 1,2, next to **LOAN AMT.**, press **(CLEAR) (2)** for **FORMULA**, then type **?LOAN.** Move the entry marker to Cell 2,2, press **(CLEAR) (2)**, then type **?INTEREST**, so that later you will be prompted to enter a constant value for the interest rate. Move the entry marker to Cell 3,2, press **(CLEAR) (2)**, then type **?PERIODS.**

Now, you are going to enter headings for seven columns. Move the entry marker to Cell 5,1, and type **Period.** Press **(→)**, then type **Balance.** Press **(→)** to move the marker to Cell 5,3, then type **Payment.** In Cell 5,4, type **Interest**, press **(↓)**, then right below Interest in Cell 6,4, type **Payment** to complete the heading for Column 4.

In Cell 5,5, type **Principal**, press **(↓)**, then type **Payment.** Move the entry marker to Cell 5,6, type **Cumulative**, then in Cell 6,6, type **Interest** to complete the Column 6 heading. For Column 7, the last heading, type **Cumulative** in Cell 5,7, then type **Principal** in Cell 6,7.

Before you enter formulas, the spreadsheet needs to be formatted differently so that Columns 6 and 7 don't run together. To create more space between the columns, you are going to change the present (default) width of all columns from 10 to 11. Press **CLEAR** **(↑)** to move the entry marker to the top row, then press **CLEAR** **(↑)** to move the entry marker to the line containing the column numbers. Press **CLEAR** **(4)** for **FORMAT**, then type **ALL,11** **(ENTER)** to change the column width to 11 characters.

This is the way the spreadsheet should look now. Press **CLEAR** **(←)** to see Column 1.

WORKSHEET	[TABLE	1				02/25/84	10:30am
1	LOAN AMT						
2	INT RATE						
3	PERIODS						
4							
5	Period	Balance	Payment	Interest	Principal	Cumulative	
6				Payment	Payment	Interest	
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
Select Command:							
R 1CL	LOAN AMT					Free Memory	5445
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]
FIND	CALC	FORMULA	TEXT	FORMAT	MERGE	SELECT	COPY
						DELETE	INSERT

## Entering the Amortization Formulas

The next step is to enter formulas for these seven columns. Column 1 is for entering all periods the loan covers. For example, this is a one-year loan, and thus has 12 periods. Move the entry marker to Cell 8,1, and type 1 (**ENTER**). Next, move the entry marker to Cell 9,1, press **CLEAR** (6) for SELECT, then press (↓) 10 times to indicate that Rows 9 through 19 are a single block and that all values in Column 1 are calculated using the same formula.

Press **CLEAR** (2) for FORMULA, then type **R8 + 1** (**ENTER**). This formula tells the program to take the value in the preceding row and the same column, add one, then display that value in the next row. For example, move the entry marker to Cell 19,1. The value in the last row selected, Row 19, will be the value in Row 18 (11), plus one, or 12, the last period in the loan. Thus, the original formula entered, **R8 + 1**, changes for each row so that when the value for Period 12 in Row 19 is calculated, the formula is **R18 + 1**.

Next, you are going to format Column 1 so that the period numbers don't run into the calculations that will be displayed in Column 2. Move the entry marker to Cell 8,1, press **CLEAR** (6), then select Rows 8-19. Press **CLEAR** (4) for FORMAT, then type **LI** (**ENTER**). L stands for left-justified, which means that the contents of all the selected cells will be flush left within the cell instead of the default right-justified format for numbers and calculated values. You also specified an integer (I) format, since the period numbers did not need to be shown in dollar, two-decimal format.

Column 2 shows the balance — the unpaid principal portion of the original loan amount. Move the entry marker to Cell 8,2. The balance for Period 1 is the entire amount of the loan that you will enter later as a constant value in Cell 1,2. Press **CLEAR** (2), then type **R1C2** (**ENTER**). Next, move the entry marker to Cell 9,2, press **CLEAR** (6) for SELECT, then press **SHIFT** (↓) to highlight Rows 9-19.



Press **(CLEAR) (2)**, then type **R8C2 - R8C5 (ENTER)**. This formula takes the value in the preceding row and the same column (the balance of the previous period), subtracts the value in the preceding row in Column 5 (the principal payment of the previous period) and displays the result in the next row. Therefore, the value in the last row selected (the balance of Period 12), Row 19, equals the Period 11 balance in Row 18 less the principal payment paid in Period 11, shown in Cell 18,5. When the value in Cell 19,2 is calculated, the original formula is changed to **R18C2 - R18C5**. (You can move the entry marker to Cell 19,2 to see that this is true.)

All values in Column 3 are the same to show the fixed payment that is paid every month on the loan. Move the entry marker to Cell 8,3, press **(CLEAR) (6)**, then select Rows 8-19. Press **(CLEAR) (2)**, then type **#R1C2\*#R2C2/(1- 1/(1 + #R2C2) !#R3C2) (ENTER)**. The number (or pound) sign (#) preceding a cell number indicates to **always** use the value in that particular cell. In other words, the original formula entered does **not** change for each row.

**Note:** This formula written in normal fashion is:

$$\text{Fixed payment} = (\text{Loan Amt.} \times \text{Int. Rate}) / (1 - 1/(1 + \text{Int. Rate})^n)$$

where **Loan Amt.** = original amount of entire loan,  
**Int. Rate** = interest rate per period,  
 and **n** = number of periods.

This complicated-looking formula defines the numerator as the value in Cell 1,2 (LOAN AMT) multiplied (\*) by the value in Cell 2,2 (the interest rate). The denominator is 1 minus 1 over 1 plus the value in Cell 2,2 (INT RATE) raised to the value in Cell 3,2. (The number of PERIODS becomes an exponential power indicated by ! .)

Column 4 shows the interest portion of each payment, which is the balance for a period multiplied by the interest rate. Move the entry marker to Cell 8,4, press **(CLEAR) (6)**, then select Rows 8-19. Press **(CLEAR) (2)**, then type **#R2C2 \* C2 (ENTER)**. For a particular period, this formula takes the value in the same row in Column 2 (a period's balance) and multiplies it by the interest rate you enter in Cell 2,2.

The principal payment of each period, the part of the total payment which actually goes to paying off the balance of the loan, is displayed in Column 5. Move the entry marker to Cell 8,5, press **(CLEAR) (6)**, then select Rows 8-19. Press **(CLEAR) (2)**, then type **C3 - C4 (ENTER)**. This formula takes the total payment value in Column 3 and subtracts the corresponding interest payment in Column 4 to come up with that period's principal payment.

Column 6 shows the cumulative interest — the interest paid-to-date for each period. Move the entry marker to Cell 8,6, press **(CLEAR) (6)**, then select Rows 8-19. Press **(CLEAR) (2)**, then type **CMT(#R8C4) (ENTER)**.

This formula gives the accumulated totals for all 12 periods plus the final total of all the values in Column 4, starting with Row 8, and displays these values in Column 6. For example, the interest paid-to-date for Period 4 is displayed in Cell 11,6 and equals the values of Cells 8,4, 9,4, 10,4, and 11,4. CMT stands for “column summation,” and #R8C4 tells the computer to always start the cumulative summing from Cell 8,4 (the interest paid in Period 1).

The last column is for the cumulative principal — the principal paid-to-date for each period. (After all 12 periods have been calculated, the last figure in this column, the cumulative principal for Period 12, will equal the original amount of the loan.) Move the entry marker to Cell 8,7, press **(CLEAR) (6)**, then select Rows 8-19. Press **(CLEAR) (2)**, then type **CMT(#R8C5) (ENTER)**. The increasing values in this column show how the loan is gradually being paid off and retired.

## Calculating and Reformatting a Worksheet

The spreadsheet is now completely set up, and you are ready to perform calculations. Press **(CLEAR) (1)**, then **(CLEAR) (←)** to move the entry marker to Cell 1,1. This example involves an 18% one-year loan for \$1000.00.

Press **CLEAR** **(1)** for CALCULATE. First, you are prompted to enter the LOAN AMT. Type **1000** **(ENTER)**. Next, type **0.015** **(ENTER)** for the INT RATE. (Remember, you need to divide the annual interest rate by 12 to get the monthly interest rate.) Type **12** **(ENTER)** for the number of PERIODS. After you enter a value for the last constant, the computed results are displayed row by row, period after period.

**Note:** The built-in display format for numbers is the \$ format with two decimal places. Although you cannot see the 5 you entered for 15.5%, it is in memory and was used during calculations.

You need to make a few final touches to make the spreadsheet look more professional. Although you want the data in the amortization table to be displayed in dollar and cents format (two decimal places), the interest rate cell needs to be modified to include up to four decimal places to cover the most common interest rate possibilities. Move the entry marker to Cell 2,2, and press **CLEAR** **(4)** for FORMAT. Type **D** **(ENTER)** so that you can change the default number of decimal positions, then type **4** **(ENTER)**. Now you can see the 5 that you entered earlier.

To specify an integer (I) format for the number of periods entered, move the entry marker to Cell 3,2, press **CLEAR** **(4)**, then type **I** **(ENTER)**.

Next, move the entry marker to Cell 8,2, and press **CLEAR** **(6)**. Press **(SHIFT)** **(←)** to select all the columns in the current window through Column 6, then press **(←)** to select Column 7. Next, press **(SHIFT)** **(↓)** to select all the rows in the current window through Row 17, then press **(↓)** twice to select Rows 18 and 19. Press **CLEAR** **(4)** for FORMAT, then type **L** **(ENTER)** to left-justify the contents of all selected cells.

## Entering Free-Form Text

There are two ways you can enter text: by cell or by block. For simple row and column labels that don't require more than one or two cells, position the entry marker on the cell in which you want the text to appear, then type the text and press **(ENTER)** (as you did when entering the column and constant labels). To type a paragraph or block of text, use **SELECT** to define the area in which you want to type, then use the **TEXT** function to type the desired text.

The **TEXT** function lets you type "free-form" text rather than cell by cell. For example, suppose you want to add an explanatory note to the amortization table. Move the entry marker to Cell 21,1, press **(CLEAR) (6)**, press **(↓)** one time to include the next row, then press **(→)** three times. Now, press **(CLEAR) (3)** for **TEXT**. Type **NOTE: Personal loan received 2/28/85 from Saginaw Credit Union.** **(ENTER)**. To exit the **TEXT** function, press **(BREAK)**.

Just as in the Text application, word-wrapping is automatic and limited editing features are included, such as deleting, inserting, and formatting text. See the *Reference Manual* for details on editing text within the Worksheet application.

## Printing a Large Worksheet

Before using the print function, make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about six lines from the top). Next, to check the printer settings, press **(F2)**, then **(CLEAR) (5)**. You don't need to change any of the settings so press **(F3)** to return to the Worksheet screen.

Since the amortization table is larger than one window, you need to select the area you want to print and then use the Print command. To quickly move the entry marker to Cell 1,1, press **CLEAR** **0** for FIND. You can use the FIND function to search for a specific string of characters (or numbers) or a specific cell. Next, type **R1C1** **ENTER** for Cell 1,1. Press **CLEAR** **6** for SELECT. Next, press **SHIFT** **=**, then **=** to select Columns 1-7. Next, press **SHIFT** **↓**, then press **↓** five times to select Rows 1-22. Make sure your printer is ready, then press **CLEAR** **P** for Print.

Your printout should look like this. (Compare your figures to make sure you entered all formulas correctly.)

LOAN AMT	1000.00					
INT RATE	0.0150					
PERIODS	12					
Period	Balance	Payment	Interest Payment	Principal Payment	Cumulative Interest	Cumulative Principal
1	1000.00	91.67	15.00	76.67	15.00	76.67
2	923.32	91.67	13.84	77.83	28.84	154.51
3	845.48	91.67	12.68	78.99	41.53	233.50
4	766.49	91.67	11.49	80.18	53.02	313.69
5	686.30	91.67	10.29	81.38	63.32	395.07
6	604.92	91.67	9.07	82.60	72.39	477.68
7	522.31	91.67	7.83	83.84	80.23	561.52
8	438.47	91.67	6.57	85.10	86.80	646.63
9	353.36	91.67	5.30	86.37	92.11	733.00
10	266.99	91.67	4.00	87.67	96.11	820.68
11	179.31	91.67	2.68	88.99	98.80	909.67
12	90.32	91.67	1.35	90.32	100.15	999.99
NOTE: Personal loan received 2/28/85 from Saginaw Credit Union.						

To see the powerful recalculation ability of the spreadsheet application, press **CLEAR** **1**. Suppose that you are calculating a one-year loan for \$1000 at 15%. Type **1000** **ENTER** for the LOAN AMT. Next, for the interest rate, type **0.0125** **ENTER** for 15% divided by 12. For number of periods, type **12** **ENTER**. The lengthy, detailed calculations are performed almost instantly, saving you hours of calculating the formulas by hand. Note that with the lower interest rate, the fixed payment, shown in Column 3, has decreased from \$91.67 to \$90.25.

## Other Functions

You may want to experiment with some of the other functions available in Worksheet. See the *Reference Manual* for details on using these functions. When you are finished using the spreadsheet program, press **(F3)** to save the Table Worksheet file and return to the Main Menu.

Use MERGE to save a selected block to diskette (without exiting the spreadsheet like the **(F3)** does) or load and insert data from another spreadsheet file at the current entry marker position.

Use COPY to copy a selected spreadsheet (or part of a spreadsheet) to a **new** Text file. (If you wish, you can then use the COPY or MERGE functions of the Text application to combine the new Text file containing the spreadsheet and an existing Text file. You can also use COPY to copy the contents of a row or column to insert in another row or column.

Use the DELETE function to delete the contents of a cell or a selected block of cells. To delete an entire column (or row), move the marker to the row (or lefthand column) containing the column number labels (or row number labels), then press **(CLEAR) (8)**.

DELETE erases not only the data contents of an entire column (or row) but also any formula associated with that column (row). The data and formula in that column (row) is erased, and the data in the next column (row) shifts to the right (or up, in the case of a row). The column (row) numbers in formulas are changed so that the same values are used in calculations.

Use INSERT to insert the contents of the copy buffer in another row or column. You can also use INSERT to insert a blank row or column by moving the marker to the desired column or row number area, then using the INSERT function. The data and formula originally in that row (column) shift downward (or to the right, in the case of a column).

**Note:** As in the Text application, there are two ways of exiting Worksheet. Press **(F3)** to save a brand new worksheet or any editing changes made to an old worksheet. Press **(SHIFT) (F3)** if you changed the contents of a worksheet and then decided you wanted to keep the unedited version. **(SHIFT) (F3)** lets you retain the original worksheet and exit the Worksheet application.



# CALENDAR

To select the Calendar file, Agenda, press **←**, then **↓** to highlight both Calendar and AGENDA. When you press **ENTER** to open the file, you see a series of messages: Loading data, followed by Preparing Weekly Schedule, then Preparing Daily Schedule. A calendar screen for the current date (February 25, 1985) is soon displayed after the messages.

CALENDAR : [AGENDA]											
121.2.3.4.5.6.7.8.9.1011121.2.3.4.5.6.7.8.9.1011											
										02/25/85 10:30am	
										FEB 1985	
Mon	.....*	..*	*****	*****	*****	*****	*****	*****	*****	1	2
Tue	.....*	..*	*****	*****	*****	*****	*****	*****	*****	3	4
Wed	.....*	..*	*****	*****	*****	*****	*****	*****	*****	10	11
Thu	.....*	..*	*****	*****	*****	*****	*****	*****	*****	17	18
Fri	.....*	..*	*****	*****	*****	*****	*****	*****	*****	24	25
Sat	.....*	..*	*****	*****	*****	*****	*****	*****	*****	26	27
Sun	.....*	..*	*****	*****	*****	*****	*****	*****	*****	28	
DATE	BEGIN	END	DESCRIPTION								
02/25/1985	00:00a	00:00a	Make appointment with accountant								
02/25/1985	00:00a	00:00a	Mom's birthday -- call florist								
02/25/1985	00:00a	00:00a	Write confirmation letter to Wilson								
02/25/1985	05:30a	06:15a	Shop at fish and produce wholesale markets								
02/25/1985	07:30a	08:30a	Meet Bill at gym								
02/25/1985	08:30a	11:15a	Prepare food for Davis luncheon								
02/25/1985	11:45a	01:30p	Luncheon at Riverdale Country Club								
02/25/1985	02:00p	02:30p	Meeting with Club president								
02/25/1985	03:00p	05:30p	Prepare food for Roach dinner								
02/25/1985	06:30p	10:00p	Dinner at 7400 Seventh Street								
02/25/1985	10:30p	11:30p	Pick up cake and go to Mom's								
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]		
FIND	DATE		PRINT	ALARM	MERGE	SELECT	COPY	DELETE	ADD		

The particular Calendar file with which you are working (Agenda) is shown on the top line, along with the system date you entered after powering up the computer. The current date (25) is also highlighted in the calendar block on the right.

**Note:** You can have several Calendar files to organize your events and schedules. For example, there can be a separate Calendar file for each month, or separate files for business and personal use, and so on.



The top block on the left shows the schedule for the current week with the days of the week in the vertical column (always starting with the current day) and the hours of the day in the vertical line (starting with 12:00 a.m.). A period indicates a free time slot, that is, a time slot that has not been scheduled for an event. For example, note that there is nothing scheduled for 7:00 a.m. or 6:00 p.m. on Monday.

A time slot that has been taken by an event previously entered for the current week is indicated by \*. For example, you can tell that Monday is the busiest day of the week, since it is almost full of \*s. A ! indicates a time conflict — two different events scheduled for the same time. Looking at today's schedule, you can see that two events are scheduled for 8:30 a.m.

The bottom half of the screen shows the itemized agenda of events for the current day. All events and appointments displayed are scheduled for today's DATE, 02/25/1985. The next column, BEGIN, shows the time at which the event begins. The time at which the event ends is shown under the END column. A description of the event is shown in the last column.

You can change or delete events previously entered for the day's agenda and add new ones. For example, the name in the third event listed should be "Williams" instead of "Wilson." Press **↓** two times to move the marker to the third line, and press **SHIFT** **←** three times to skip the first three "fields." (A field is a unit of information.) Now press **→** until the cursor is over the "s" in Wilson, then type **liams** **ENTER**. You are always in "overstrike" mode while using Calendar so that you can quickly correct mistakes by typing over them. Note that after you pressed **ENTER**, the red light on the Drive 1 door went on as the Williams event record was being updated on the disk.

## Finding Events

Now you are going to use some of the functions available in Calendar. Press **CLEAR** **0** for FIND.

The screen clears and changes to:

CALENDAR : [AGENDA]

02/25/85 10:30am

FEB 1985

121.2.3.4.5.6.7.8.9.1011121.2.3.4.5.6.7.8.9.1011

Mon ..... \*\*.\*!\*\*\*\*\*

Tue ..... \*\*\*.\*\*\*\*\*

Wed ..... \*\*\*\*\*

Thu ..... \*\*\*.\*\*\*\*\*

Fri ..... \*\*\*.\*\*\*\*\*

Sat ..... \*.\*\*\*\*\*

Sun ..... \*\*\*\*\*

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28

DATE BEGIN END DESCRIPTION

=02/25/1985 =\*\*:\*\*a =\*\*:\*\*a =\*\*\*\*\*

[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]

EQUAL GREATER LESS RESET

Suppose you want to find all events/appointments scheduled on or after February 25 associated with Mrs. Williams. Press **CLEAR** **1**, then **ENTER** for GREATER so that CALENDAR will find all events scheduled on or after February 25. Press **ENTER** twice to skip the BEGIN and END fields. For description, press **←** one time to skip over the first asterisk (\*), then type **Williams**. \* is a “wildcard” character that tells Calendar to ignore all characters before and after “Williams” in the description field and to list every occurrence with the name, Williams, in it.

Now press **(F3)** to return to the original Calendar screen and display the events that match the **FIND** criteria. You now see these events listed:

02/25/1985	00:00a	00:00a	Write confirmation letter to Williams
03/03/1985	12:00p	02:00p	Williams' luncheon for 8
03/12/1985	03:00p	04:30p	Afternoon tea for Williams — 6 people
03/15/1985	02:00p	05:00p	Bridge at Williams' house
03/19/1985	09:00a	11:00a	Williams' business breakfast at Club
03/26/1985	08:00p	10:30p	Williams' dinner for 10
03/31/1985	07:30p	11:00p	Reception for Williams at Club — 60 people

**Note:** Use the **DATE** function (**(CLEAR) (1)**) to find and display all events that fall on a certain date. Use the **FIND** function when you want to find and display events that match other search criteria such as in the previous example.

## Adding and Deleting Events

The same event you inserted in the letter while using **Text** needs to be added to the Calendar file. Press **(CLEAR) (9)**. For **DATE**, type **03011985 (ENTER)**. After the marker moves to the **BEGIN** field, type **1p (ENTER)** for 1:00 p.m. For the **END** time, type **4:30p (ENTER)**. For **Description**, type **Bridal Shower for Williams - 15 people (ENTER)**.

**Note:** You can add an event anytime and anywhere on the screen. Calendar sorts the events chronologically and puts them in the appropriate date and time slot.

The two events scheduled for March 15th and 19th have been cancelled. To delete these events, first use **SELECT** to mark the events, then use the **DELETE** function. Press **(1)** to move the marker to the line on which the March 15th event is displayed. Press **(CLEAR) (6)** for **SELECT**. To include the next event, press **(1)** so that both events are highlighted. Now press **(CLEAR) (8)** for **DELETE**. The selected events are erased and the events below move up automatically.

Before printing the events that match the current **FIND** criteria, make sure your printer is on-line. Advance the paper so that printing begins about an inch or so from the top. Press **(F2)**, then **(CLEAR) (5)** to see the current printer settings. You can use the current settings so simply press **(F3)** to return to the Calendar screen.

Now press **(CLEAR) (3)** for **PRINT**. Make sure your printer is ready, then press **(ENTER)** to start printing.

## Putting Events into the ALARM File

Now Edwin wants to update his schedule by putting the first half of March's planned events into the **ALARM** file (the first three events through March 12th). To do this, select the desired events and then use the **ALARM** function. Move the marker to the second line containing the March 1st event and press **(CLEAR) (6)**. Press **(I)** two times to select the March 1st, 3rd, and 12th events, then press **(CLEAR) (4)** for **ALARM**. (The first event displayed, for February 25th, is already in the **ALARM** file.)

These three events are now in the **ALARM** file as well as the original Calendar Agenda file. The reminder time for an event is set at 30 minutes prior to the scheduled **BEGIN** time entered for the event. When **ALARM** is active and "turned on" to remind you of events, you hear a beep when an event's remind time occurs. (See the next section, "Alarm," for more details.)

Before returning to the Main Menu to select the **ALARM** application, read the notes below on the **MERGE** and **COPY** functions. After you are finished, press **(F3)**. You'll see the message, Closing file, then the Main Menu will reappear.

## Other Functions

Use the MERGE function when you want to add all the events from another Calendar file to the current Calendar file, or add certain events of the current Calendar file to another Calendar file. For example, suppose you have two Calendar files, Business and Personal, and you are currently in the Business file and want to add all the events in the Personal file to the Business file. You would use the MERGE function to add all the events from the Personal file to the Business file. The newly added events are sorted chronologically in the current file.

If you want to add events of the current file to another Calendar file, first use the SELECT function to pick the desired events. Then use the MERGE function to specify to which file you want to add the selected events. For example, you may want to merge certain events to the ALARM file so that on the day those events occur, you'll be reminded of them every time you're at the Main Menu.

The COPY function is very similar to the "To:" option of MERGE, except that you are copying selected events to a new Text file.

For example, you could have copied all of the events involving Mrs. Williams to a new text file, then copied those events (using the Text application's COPY function) to the LETTER file instead of typing them in by hand.

To use COPY, first mark the desired events using the SELECT function. Then use the COPY function to specify to which new Text file you want to copy the selected events.

# ALARM

Select Alarm by pressing **CLEAR** (3) at the Main Menu. You see the message, Loading data, then the screen soon shows the same February 25th events you saw in Calendar, plus the March events you merged into the ALARM file, except that the REMIND@ time is included.

ALARM					02/25/85	10:30am
REMIND@	DATE	BEGIN	END	DESCRIPTION		
00:00a	02/25/1985	00:00a	00:00a	Make appointment with accountant		
00:00a	02/25/1985	00:00a	00:00a	Mom's birthday — call florist		
00:00a	02/25/1985	00:00a	00:00a	Write confirmation letter to Wilson		
05:00a	02/25/1985	05:30a	06:15a	Shop at fish and produce wholesale markets		
07:00a	02/25/1985	07:30a	08:30a	Meet Bill at gym		
08:00a	02/25/1985	08:30a	11:15a	Prepare food for Davis luncheon		
11:15a	02/25/1985	11:45a	01:30p	Luncheon at Riverdale Country Club		
01:30p	02/25/1985	02:00p	02:30p	Meeting with Club president		
02:30p	02/25/1985	03:00p	05:30p	Prepare food for Roach dinner		
05:45p	02/25/1985	06:30p	10:00p	Dinner at 7400 Seventh Street		
10:00p	02/25/1985	10:30p	12:00p	Pick up cake and go to Mom's		
12:30p	03/01/1985	01:00p	04:30p	Bridal shower for Williams - 15 people		
11:30a	03/03/1985	12:00p	02:00p	Williams' luncheon for 8		
02:30p	03/12/1985	03:00p	04:30p	Afternoon tea for Williams - 6 people		

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
					MERGE	SELECT	COPY	DELETE	ADD

Events scheduled for the current date in the Alarm file are displayed on the Main Menu to remind you of special occasions. You can enter events in Alarm or Calendar. The only difference is that when you add events using Alarm, you manually enter the REMIND@ time. The events displayed above were entered in Calendar and then placed in the Alarm file, and the REMIND@ time was automatically assigned.

Just like Calendar, you can change or delete displayed events or add new ones. To change information, simply move the cursor to the desired place using the arrow keys and type over the existing characters. For example, suppose you want to change the REMIND@ time of the 3:00 event on February 25th from 02:30 p.m. to 02:45. Press (1) to move the marker to the 02:30p REMIND@ time, and then type **02:45p**. To change the name, Wilson, to Williams as you did in Calendar, press (↑) and (←) to move the marker to the third event, then press **(SHIFT) (←)** to move to the DESCRIPTION. Press (←) to move the cursor to the s of Wilson and type **liams (ENTER)**.

Edwin has decided to have a breakfast meeting with his attorney at 7:00 a.m. instead of meeting Bill at the gym. Move the marker to the event with the 7:00a REMIND@ time, and press **CLEAR** (8) for DELETE. Now press **CLEAR** (9) to ADD an event. Type **6:30a** (ENTER) for the REMIND@ time. For DATE, press (ENTER) to use the displayed system date. Type **7a** (ENTER) for BEGIN time, then type **8a** for END time. For the DESCRIPTION, type **Breakfast w/ lawyer @ Annie's** (ENTER). After you enter all information for the event, it is automatically inserted in the appropriate time slot.

**Note:** You could also have simply typed over the existing information for the previous 7:00 appointment.

## Turning on the ALARM

Press (F3) to return to the Main Menu. To turn on Alarm, press (F2), then press **CLEAR** (7) to change ALARM OFF to ALARM ON. **CLEAR** (7) on the subfunctions menu turns the ALARM system OFF and ON. When ALARM is switched ON and set to remind you of events, the Alarm's beep goes off when an event's REMIND@ time matches the current time. Also, whenever the date and time are displayed in the upper right corner of the screen, you see an asterisk next to the date/time information to let you know that the ALARM is turned on.

**Note:** You cannot turn the ALARM ON while you are in the ALARM screen and the Alarm file is still open. When you add or change events in Alarm, the Alarm file is not updated or reorganized until you close the Alarm file by returning to the Main Menu. Once the Alarm file has been closed, you can turn the ALARM ON, and the Alarm system will accurately remind you of upcoming events.

An event is automatically deleted from the Alarm file if it is a past event that was scheduled before the current date and time. (However, an expired event is not automatically deleted from a Calendar file if it was entered in that application — you must manually delete expired events in a Calendar file.)

When Alarm is active, ALARM ON is displayed on the subfunctions menu. If there are no future events to remind you of, that is, all events have already expired and been deleted from the Alarm file, ALARM OFF is displayed. When you turn the computer off, the ALARM automatically shuts OFF. When you first power up the computer, remember to turn the ALARM back ON.

When you hear a reminder beep, press (F2), then (CLEAR) (1) to display the event you are being reminded of plus the next event. The event information temporarily replaces the label lines of the application you are currently using. Once you have noted the event, you can redisplay the original label lines by pressing (F3).

You can press (F2), then (CLEAR) (1) at any time to display the most recently expired event plus the event of which you will be reminded (beeped) next. Press (F2), then (CLEAR) (1) now. The Main Menu label lines disappear and you see:

02:45p	02/25/1985	03:00p	05:30p	Prepare food for Roach Dinner
06:00p	02/25/1985	06:30p	10:00p	Dinner at 7400 Seventh Street

**Note:** The events you see at the bottom of the screen will probably be different than those shown above, depending on the time at which your computer is currently set.

Press (F3) to redisplay the Main Menu label lines. Before proceeding to the next section, "Main Menu," read the notes below on the other available Alarm functions.

## Other Functions

To combine an entire Calendar file with the Alarm file, use the MERGE function. By using MERGE, you do not have to enter events twice — once for a Calendar file and once for the Alarm file. For example, suppose you had completed planning and scheduling all business events for the month of March and you wanted to put all events in the Calendar file, Business, into the Alarm file. You would use MERGE in this situation to specify Business as the file from which to merge.



Remember that when you put events in the Alarm file from a Calendar file, either using the Alarm function in Calendar or the MERGE function in Alarm, they are automatically assigned a REMIND@ time of 30 minutes prior to the BEGIN time.

Use the SELECT function to define the events you want to COPY to a Text file or the events (in the case of more than one) you want to DELETE. Use the COPY function to put the selected events into the copy buffer and then to copy the events to a Text file.

# MAIN MENU

At the bottom of the Main Menu, you see the following label lines:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
DATE	NAME	FREE	ALARM	HOST	PASSWD	SELECT	COPY	DELETE	SWAP

Press **(CLEAR) (0)** to change the system date and time. At the bottom of the screen, you see the prompt:

Enter Date & Time 02/25/85 10:30am

Type today's date and the current time. For example, if it is currently May 5, 1985 and 1:30 p.m, type **0505850130p (ENTER)**.

**Note:** When you turn off the computer, the clock stops running. When you first power up the computer, change the time by using this Main Menu function, so the DeskMate can accurately keep track of your ALARM events.

Use the NAME function to change the name of any DeskMate file. For example, to change the name of the Text file, ADDRESS, to CUSTADDR (for Customer Address), press **(↓)** to move the selection marker to the bottom half of the screen and to highlight the Address file. Press **(CLEAR) (1)** to change the name of the file currently highlighted. Now type **Custaddr (ENTER)**. Note that the new filename has replaced the old one. (Filenames are always displayed in uppercase.)

Press **(CLEAR) (2)** to see the amount of FREE space on the data diskette. At the bottom of the screen, you should see

Free space = 123 K

Press any key to continue

The amount of FREE space tells you the approximate amount of additional room on the diskette you have to enter data. Since TRSDOS 6.2.0 always allocates file space in increments of 1.5K and each file takes up at least 1.5K, you could have up to 82 more files on the diskette. (The amount of free space on your diskette may be different from this example.) Press **(ENTER)** to continue.

Use the **PASSWD** function to specify a system password to restrict access to the DeskMate for a user at the DeskMate or a remote site user. Once you assign a password, you will have to enter that password every time you power up the computer and load DeskMate, and every remote site user who calls up the DeskMate telephone number must first enter the password to gain access to the system. To specify a system password, press **(CLEAR) (5)**, then type **Fromage (ENTER)**.

**Note:** The **PASSWD** function can also be used to change or delete passwords.

Use **COPY** to make a duplicate copy of a file. For example, suppose you want to have two copies of the **CUSTADDR** file: one to use for customers and the other to edit for suppliers' addresses.

Move the selection marker to **CUSTADDR**, then press **(CLEAR) (7)** for **COPY**. At the bottom of the screen, you see the prompt:

FROM: CUSTADDR                      TO:

The filename of the copy must be different from the original filename. Press **(ENTER)** since you want to copy the displayed file, **CUSTADDR**, then for the new filename, type **Supladdr (ENTER)**. Under the Text column, you now see the original **CUSTADDR** file plus a copy of that file, **SUPLADDR**.

Move the selection marker to the **LHEAD** file, and press **(CLEAR) (8)** to **DELETE** the highlighted file. Press **(ENTER)** at the prompt, Enter filename to Delete: **LHEAD**. The file is erased from both the diskette and the DeskMate directory.

## Other Functions

Use the SELECT function to mark more than one file in the same column for deletion.

Use the SWAP function to switch data diskettes (not the DeskMate Program Diskette in Drive 0). For example, suppose you have been accessing files on a diskette in Drive 1 and you want to access DeskMate files from another data diskette. You would select SWAP before removing the first diskette from the drive and inserting another diskette.

The HOST function is explained in its own section after "Mail."

You may find one other subfunction particularly useful at the Main Menu. To print the DeskMate files currently displayed on the Main Menu in order to refer to files when copying or merging, use the SCREEN print subfunction. Make sure your printer is ready, then press **F2** for the subfunctions menu, then **CLEAR** **4** for SCREEN.



# THE COUNTRY

# TELECOM

# TELECOM

# TELECOM

# TELECOM

If you are using a non-auto dialing modem, you do not need to change the default response for the first parameter or read the instructions for auto dialing modems. Proceed directly to the section describing the rest of the communications parameters on the Telecom Status screen.

## Defining Auto Dialing Modem Protocol

If you are using an auto dialing modem, press **CLEAR** **(1)** to **SELECT** the Yes response. Next, a series of screens will be displayed for you to define your modem protocol. If you are using a Model 4P computer equipped with a built-in modem, you do not need to change these screens because the protocol for the 4P has already been provided. Simply press **(F3)** to return to the status screen, and then proceed to the section, "Specifying Communications Parameters."

If you are using a Modem II, follow the instructions below. If you are using another type of Tandy modem, see Appendix B in the *Reference Manual* for instructions on defining the protocol of your modem. If you are using a modem not made by Tandy, consult the manual that came with your modem for the necessary technical information.





Telecom - Computer Dialing Definition										02/25/85 10:30am	
Send: **C**MG@~DDT											
Send Phone Number to Modem											
Send: X											
Receive: X											
Wait for no Data Carrier Detect											
Wait for Data Carrier Detect											
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]		
	NUMBER	RECEIVE	SEND	PAUSE	WAITNC	WAITC		DELETE	INSERT		

You need to change only the first line of this dialing sequence. Press **CLEAR** **3** for SEND, then type **\*\*ODT** **ENTER**.

**Note:** To type the control character, ^, press **CLEAR** **:**.

Now press **F3** to return to the Modem Definition screen, then press **CLEAR** **2** for VOICE. The screen soon shows the Voice Dialing Definition for the Modem 4P. (By defining the Voice Dialing sequence, you can use the subfunction, PHONE.)

Telecom - Voice Dialing Definition										02/25/85 10:30am	
Send: **C**MG@~DDT											
Send Phone Number to Modem											
Send: X											
Receive: X											
Pause: 4											
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]		
	NUMBER	RECEIVE	SEND	PAUSE	WAITNC	WAITC		DELETE	INSERT		



# Specifying Communications Parameters

After you have supplied the necessary technical information on modem protocol, the status screen reappears. The communications parameters shown are preset to be compatible with CompuServe and Dow Jones Information services. If you are using a different information service, consult your user's guide to determine which parameter settings are necessary for communications, and then change the required parameter settings. Use the **[↑]** and **[↓]** keys to move the selection marker to the desired parameter, then use the **[→]** key to move the marker to the appropriate setting, and press **[CLEAR]** **[1]** to SELECT that setting.

**Note:** Some networks and host systems (such as TELENET) do not use XON/XOFF. However, they may use the control characters for other purposes. When using these networks or services, you must turn the XON/XOFF flow control option off by moving the marker to NO and pressing **[CLEAR]** **[1]**.

You can change the last prompt, Retries, to make the computer dial again and try to connect to the service if the line was originally busy. For this example, type **3** **[ENTER]** to have Telecom try to connect at least three times.

## Manually Logging On

Now you are going to manually log on to CompuServe while using the BUFFER function in TERMINAL mode to store the logon sequence in memory. Later, after completing the logon procedure, you can either display or print the information temporarily stored in the RAM buffer. (The amount of used and free space in the RAM buffer is shown on the Current Status screen of TELECOM.)

Press **CLEAR** **(4)** to go into

mode. The screen shows:

Telecom - Terminal							02/25/85 10:30am	
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	NO CONNECTION
BUFFER	CLEAR	RECEIVE	SEND	PRINTER	BREAK	CALL	DISC	XON

If you are using an auto dialing modem, press **CLEAR** **(6)** for CALL, then type the CompuServe telephone number you received with the package and press **ENTER**. (If you are using a Modem II, the first three lights go on.)

If you are using a non-dialing modem, dial your CompuServe phone number. When the phone has been answered and you hear a high-pitched tone, hang up the phone (or insert the telephone into the rubber couplers).

Once you have entered or dialed the phone number, you are connected (but not yet logged on) to CompuServe.

Press **CLEAR** **(0)** to open the RAM buffer. From this point on, the information that appears between the top reverse video line and bottom reverse video lines will be saved in memory.

Press **CTRL** **(C)**. You are asked to enter your User ID. Type the User ID you received with the package and press **ENTER**.

Next, you are asked to enter your Password. Type your password and press **ENTER**. (To retain the secrecy of your password, it will not appear on the screen when you type it.)

You are now logged on and can begin using the CompuServe Information Service.

Now, press **CLEAR** **(0)** to close the RAM buffer, and then press **CLEAR** **(7)** to disconnect from CompuServe. Later, after you have created an autolog file, you will log on to CompuServe again and use some of the **TERMINAL** mode functions.

Press **(F3)** to return to the original Telecom screen. If you have a printer, make sure it is properly connected to the computer, on-line, and that the paper is aligned. To **PRINT** the contents of the buffer, press **CLEAR** **(6)**. If you don't have a printer, press **CLEAR** **(5)** to **DISPLAY** the contents of the buffer. Once you have displayed or printed the information, press **CLEAR** **(9)** to **CLEAR** the contents of the buffer.

**Note:** The printout of the buffer contents includes most, but not all, of the information that should be included in an autolog file. For example, certain special characters, such as **ENTER** and your password, are not printed.

## Creating an Autolog File

Next, press **CLEAR** **(3)** for **EDITLOG** to create a file for logging on automatically to a host system, in this case, CompuServe. You are asked to enter a name for the autolog file you are editing (or creating for the first time). Type **CSIS** **ENTER** for CompuServe Information Service. The message, File not in directory, is displayed since you are creating a new file. Press **ENTER** to continue. The screen shows the autolog editor screen.

Telecom - Autolog Editor					02/25/85 10:30am				
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
STATUS	CALL	RECEIVE	SEND	PAUSE				DELETE	INSERT

Next, press **CLEAR** **[0]** for STATUS. Change the required parameters if you are using an information service other than CompuServe or Dow Jones. **Do** change the default setting, 0, for the last parameter, Retries, to **3**. After you have changed the necessary parameters, press **F3** to include the communications parameters in the autolog file.

If you are using an auto dialing modem, press **CLEAR** **[1]** for CALL to tell Telecom that this entry is a telephone number you want it to dial for you. Next, type the CompuServe telephone number for your area. For example, type **555-1212** **ENTER**.

Press **CLEAR** **[4]** for PAUSE, then type **2** **ENTER** to specify a two-second pause.

Now press **CLEAR** **[3]** for SEND. Press **CLEAR** **[;]** (for the control character, ^), then type **C** **ENTER**. ^C (CTRL C) starts the communication process with CompuServe.

Next, CompuServe asks for a User ID. To tell the modem to wait for the response from CompuServe, press **CLEAR** **[2]** for RECEIVE. Type **User ID:** **ENTER** for the prompt you receive from CompuServe.

Press **CLEAR** **[3]** to send your identification number to CompuServe. For example, type **73333,221**, then press **CLEAR** **[;]**, then type **M** **ENTER**. ^M (CTRL M) represents a carriage return.

Next, CompuServe prompts you to enter your Password. Press **(CLEAR) (2)** to specify that the text entered next will be received from CompuServe, then type **Password: (ENTER)**.

The next item of the autolog file is your response to the previous request for your password. Press **(CLEAR) (3)** to transmit your password, then type your password and press **(ENTER)**. For example, type **SECRET**, then press **(CLEAR) (;)**, then type **M (ENTER)**.

This is the entire sequence of steps necessary to contact the CompuServe Information Service. If you are using an auto dialing modem, your screen should show:

Telecom - Autolog Editor02/25/85 10:30am

Status: 30,8,N,1,Y,N,N,3  
Call: 555-1212  
Pause: 2  
Send: ^C  
Receive: User ID:  
Send: 73333,221^M  
Receive: Password:  
Send: SECRET^M

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
STATUS	CALL	RECEIVE	SEND	PAUSE				DELETE	INSERT

(If you are using a non dialing modem, your screen should be the same except that the phone number is not included.)

To save the autolog file currently in memory and return to the original Telecom screen, press **(F3)**, then press **(ENTER)**.

## Executing an Autolog File

If you created an autolog file that includes your real ID and password, you can actually try and use it now to log on to CompuServe. If you are using an auto dialing modem, press **(CLEAR)** **(2)** to execute your AUTOLOG file, then press **(ENTER)** to execute the autolog file currently in memory, CSIS. If you have entered the logon sequence correctly, Telecom dials your local access number to CompuServe, makes contact with the information service, then executes the rest of the autolog file automatically.

If you are using a non-auto dialing modem, press **(CLEAR)** **(2)** for AUTOLOG and then dial your CompuServe phone number. When the phone has been answered and you hear a high-pitched tone, hang up the phone (or insert the telephone into the rubber couplers). Then, press **(ENTER)** to execute the autolog file.

Once you are logged on to CompuServe, Telecom automatically goes into TERMINAL mode, and you can begin using CompuServe with the TERMINAL mode functions displayed at the bottom of the screen.



# Using the TERMINAL Mode Functions

The CONNECTION and XON/XOFF status are shown to the right of the functions. If you lose connection to the Host, you will see NO CONNECTION. If Host temporarily stops transmitting data and sends an XOFF signal, you will see XOFF in this status area.

After you go through and display the preliminary CompuServe information, you see the CompuServe “Top menu.”

CompuServe

Page CIS-1

CompuServe Information Service

1 Home Services

2 Business & Financial

3 Personal Computing

4 Services for Professionals

5 The Electronic Mall (tm)

6 User Information

7 Index

Enter your selection number,  
or H for more information.

Try experimenting with CompuServe using Telecom’s features such as BUFFER, RECEIVE, and PRINTER. For example, in the same manner that you saved the logon sequence in memory, you can save incoming information from CompuServe to print or store on disk. Type 1 (ENTER) to select Home Services from the CompuServe menu, then type 1 (ENTER) for Newspapers. To save a newspaper article in the RAM buffer, first open the buffer by pressing (CLEAR) (O), then select and display any article you wish. After the newspaper article has been displayed, press (CLEAR) (O) to close the BUFFER.

To cut down on your connect time and save on your account bill, you could immediately disconnect from CompuServe, press **(F3)** to return to the original Telecom screen, then SAVE the article as a file. An alternative way of saving information is to press **(CLEAR) (2)** while in TERMINAL mode to RECEIVE a file, then specify a filename. Then you would select the information you want to save and press **(CLEAR) (2)** to close the file. If you do not specify an extension in the filename, /DOC is automatically appended to the filename so that you can read the article later using the Text application.

You can also print incoming information by using the PRINTER function. Press **(CLEAR) (4)**, then select the desired information, and press **(CLEAR) (4)** again to stop the printer.

Just as in HOST, with which you will experiment later, you can send and receive files between two computers, except that in Telecom both computer users can play an active role and communicate with each other via their computer screens. (In HOST, a DeskMate user can go elsewhere, leaving the computer in HOST mode to allow another user access to the DeskMate system and files.)

If you have two computers both with telephone hook-ups via a modem or some other device, try calling each other and then mutually sending and receiving information. If you have an auto dialing modem, use the CALL function to call the other computer, then use SEND and RECEIVE to transmit information back and forth.

When you are finished experimenting with Telecom, press **(F3)** until the Main Menu reappears.

## Other Functions

On the Telecom status screen, you can use the RESET function to change all the communications parameters back to the original settings used for the 4P modem. (Remember to SELECT "Yes" to the first status setting, Auto Dialing Modem.)

Note also on the status screen that the last five functions, DISPLAY, PRINT, SAVE, LOAD, and CLEAR, are all RAM buffer-related functions. For example, you can LOAD the contents of a disk file into the buffer, then DISPLAY or PRINT the buffer contents.

Later, if you wish to edit an autolog file, use the DELETE and INSERT functions on the EDITLOG screen to change line entries.

In TERMINAL mode, you may need to use the BREAK function in addition to DISCONNECT to complete the log off process.

If you save information, use the Text application to read and edit any unnecessary control characters that were transmitted from the Host system.

# ENJOY IT

Select PHONE from the subfunctions menu by pressing **(F2)**, then **(CLEAR)** **(3)**. The screen soon shows a list of phone numbers previously entered for Edwin's customers and suppliers.

```

FIND: ..... * .....
ABC ABC Exterminators... 817-990-1212 * .....
AL. Arnold's Liquors.... 817-764-1892 * .....
CB. Beauchamp, Cindy.... 817-883-1267 * .....
FD. Davis, Frederick.... 817-256-9011 * .....
JH. Helmer, John..... 817-653-8754 * .....
BJ. Jones, Bill..... 817-555-8060 * .....
LFB LaFrance Bakery.... 817-732-5766 * .....
RM. Miller, Robert..... 214-872-4432 * .....
... Mom..... 817-292-3188 * .....
LM. Moore, Lisa (CPA)... 817-832-3358 * .....
PLS Petta Linen Service.. 817-482-7371 * .....
RF. Riverdale Florist... 817-537-0906 * .....
LR. Roach, Lewis..... 214-872-6680 * .....
CS Sims, Chris..... 817-449-8442 * .....
S&P Smith & Patterson... 214-335-4285 * .....
EW. Williams, Mrs. Eliot. 817-737-7728 * .....
LN. Wordsworth, Laura... 817-921-8831 * .....
YFM Young's Fish Market.. 817-563-2199 * .....
..... * .....

PREFIX 1: 9P ..... PREFIX 2: 5551290P... PREFIX 3: 8559012... ACODE: 817
[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]
FIND CALL PREFIX1 PREFIX2 PREFIX3 SORT PRINT DELETE ADD

```

You can enter up to 39 phone entries, each consisting of three parts you can use for identification and information purposes. The first field of an entry can contain three characters and is used for a person's or company's initials. Then, if you use the FIND function to look for a particular phone number, you can simply enter the initials rather than a person's entire name as the FIND criteria. The second field, which can contain up to 21 characters, is for the name. Enter the entry's phone number in the last field. The first three digits are for the area code, and the next three digits are for the local exchange, followed by the rest of the phone number.

For example, suppose you want to look up Lisa Moore's phone number. The line above the first entry is reserved for entering FIND criteria. Type **LM**, then press **(CLEAR)** **(O)** for FIND. The cursor moves to the first match the program finds in the phone list — the line containing John Helmer's entry. (Lower- and uppercase characters are regarded as the same.) Press **(CLEAR)** **(O)** to find the next occurrence of LM. The cursor is now on Lisa Moore's phone entry.

To change Lisa's number, hold down **(←)** until the cursor is past the three-digit area code and is over the first digit of the actual telephone number. To change any previously entered information, all you need do is type over the existing characters. For Lisa's new number, type **7338522 (ENTER)**.

Now you need to add two new entries. Move the cursor to the line containing Robert Miller's entry. Press **(CLEAR) (9)** for ADD. Robert Miller's entry and all entries below his move down one line so that you can insert an entry at the point of the cursor's current position. Type **EM (ENTER)** for the entry's initials. For the name field, type **McKinney, Ellen (ENTER)**. Next type **8173338166 (ENTER)** for the number.

To move the cursor to the next column, press **(CLEAR) (↑)**, then **(SHIFT) (←)**. Press **(CLEAR) (9)** to add an entry. Type **DP (ENTER)** for the initials. Type **Dilardo's Produce (ENTER)** for the name, and then type **8172225412 (ENTER)** for the phone number.

You can list your entries in any sort of order you want. For example, if most of your entries are all phone numbers for one company, you could list the entries according to department. Or if you are using PHONE to dial mostly long-distance numbers, you could order the entries according to area code.

If you want to keep your phone list in alphabetical order, use the SORT function to let the program do it for you. For example, to put the last name you entered, Dilardo's Produce, in its proper position in the list, press **(CLEAR) (5)** for SORT. The program automatically inserts the entry above Helmer and pushes the entries after Dilardo's Produce down one line, so that now the last entry, Young's Fish Market is the first entry of the second column.

To delete an entry, move the cursor to the desired entry and select the DELETE function. For example, move the cursor on the line containing Chris Sims' entry, and then press **(CLEAR) (8)** for DELETE. That entry is deleted, and all entries after the CS entry move up one line. Note also that the Young's Fish Market entry has moved back to the first column of phone numbers.

To print all phone number entries, first make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper. Press **(CLEAR) (6)** to print. The entries are printed in the same format in which you enter them.

At the bottom of the phone list and just above the label lines, you see a line containing three prefix numbers and an area code number:

PREFIX 1: 9P ..... PREFIX 2: 5551290P... PREFIX 3: 8559012... ACODE: 817

ACODE is the area code from which you are calling. If the area code of a number you are calling is the same as your area code, the program ignores the local area code and simply dials the telephone number. If the area code of the number you are calling is different from the displayed ACODE, then the program dials the area code plus the phone number.

You can enter up to three prefix numbers to have the program automatically dial a prefix number before it dials the actual phone number. For example, you could use PREFIX1 to dial a 9 for an outside call if you are calling from a business or a 1 to precede a long-distance phone number. In this example, PREFIX1 is 9P, which tells the computer to dial a 9 and then pause ("P") for a dial tone before dialing the rest of the number. PREFIX2, 5551290P, is the local access number to a long-distance carrier such as MCI or SPRINT. PREFIX3, 8559012, is Edwin's private code number assigned by the long-distance carrier.

You can use one or more prefixes by pressing the appropriate functions keys. For example, suppose you want to call Cindy Beauchamp and then Lewis Roach. First move the cursor to the line containing the entry for CB. Next, to get an outside line, press **(CLEAR) (2)** to activate PREFIX 1. (Note that PREFIX1 is now highlighted in the label line to let you know that it is turned on and will be dialed before the number.) If you were to actually make the call now, you would press **(CLEAR) (1)** for CALL, and then the computer would dial 9, pause for a tone, and then dial 883-1267. Since Cindy's area code, 817, is the same as the displayed area code, the computer knows that it is unnecessary to dial the area code.

To call Lewis Roach, move the cursor to the line containing his entry. Since this is a long-distance number, you'll want to turn on PREFIX2 and PREFIX3 in addition to PREFIX1 so that you can dial the number using the long-distance carrier. Press **(CLEAR) (3)**, then press **(CLEAR) (4)** to activate PREFIX2 and PREFIX3. To actually dial the phone number, you would press **(CLEAR) (1)** for CALL. The computer would dial 9, pause for a tone, dial 5551290 (the local access number), pause for another tone, then dial the long-distance local access number, 8559012, followed by Lewis Roach's number, 214-872-6680.

If you have an auto dialing modem, try experimenting with the PHONE subfunction. (You must first define the voice dialing protocol that your modem uses. If you followed the instructions in the section, "Telecom," you have already done this.) Enter the phone numbers of some friends using the ADD function, then use CALL to try to reach them.

If you are using tone dialing, pick up the phone a few seconds after pressing **CLEAR** **1**. If you are using rotary dialing, wait until the modem stops clicking before picking up the receiver.

You may also want to change the prefixes and area code to fit your needs, then try calling some long-distance numbers. Press **CLEAR** **↓** to move the cursor to the prefix/area code line, then type over the existing numbers and characters.

**Note:** You can use PHONE at anytime. Press **F2**, then **CLEAR** **3** whenever you want to use PHONE. The current screen is replaced by the phone list screen. Move the cursor to the number you wish to call, then press **CLEAR** **1** for CALL. When you are finished using PHONE, press **F3** to return to the application you were previously using. The screen is exactly the way you left it before using PHONE.

# MAIL

In this section describing the Mail application, assume you are the DeskMate user named John. You are going to read messages previously sent to you by remote-site users and then create and leave messages for remote-site users to pick up. (The remote-site user named Laura will pick up the messages you leave for her in the next section explaining the function, "Host.")

To keep incoming and outgoing messages separate, you can set up various message files, just as you would have separate mailboxes for individual persons. In this instance, John uses the default Mail file, MESSAGES, for his messages — the messages people send him. He has created specific files for all other persons accessing his DeskMate as remote-site users. In the next section on the Host function, Laura, as a remote-site user, will also read the messages in her file and send messages back to John at the Host DeskMate computer.

To select Mail and the file, MESSAGES, from the Main Menu, place the selection marker over Mail and press (ENTER). The screen shows a summary list of messages people sent to John from remote sites.

MAIL [MESSAGES]		02/25/85 10:30am	
FROM	DATE	DESCRIPTION	
Laura	02/23/85 10:30am	FANTASTIC NEWS!	
Dave	02/24/85 08:15am	Sales meeting, personnel problem	
Richard	02/24/85 1:00pm	Tax problem	
Laura	02/24/85 2:45pm	Trip to Tulsa	

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
FIND	CREATE	DISPLAY	PRINT					DELETE	



A message consists of four parts: the DATE and time the message was created, an identifier telling who the message is FROM, an identifier telling TO whom the message is intended, a brief DESCRIPTION of the main subject of the message, and the actual message itself. All messages above were TO John and placed in the default MESSAGES Mail file, so a TO name is not needed. However, when you create messages, you must enter TO whom the message is for, unless you want it to be placed in the MESSAGES file.

# Reading Messages

Press **(CLEAR) (0)** to FIND a particular message. Next, at the bottom of the screen, you see the FIND criteria you can use and a line on which you enter the criteria.

FROM	DATE	DESCRIPTION
------	------	-------------

You can search for messages by specifying who the message is FROM, the DATE the message was sent, or any particular string contained in the DESCRIPTION of the message. For example, to find all messages from Laura, type **Laura (ENTER)** as your search criterion, then press **(ENTER)** twice to skip the DATE and DESCRIPTION criteria.

**Note:** In this case, it wasn't necessary to use FIND, since all messages in the MESSAGES file are displayed on one screen. However, if there are several messages and you are looking for one or more particular messages, FIND is a useful function.

The screen clears briefly, then the summary listings of the two messages from Laura are displayed. To display the first message from Laura, which is highlighted by the selection marker, press **(CLEAR) (2)**. You are transferred from Mail to the Text application, and the message is displayed on the screen.

Got a terrific raise and a great promotion. Can't wait to tell you about it when you get back home.

I love you -- Laura

To exit the Text screen, press **(SHIFT) (F3)** since you don't want to change the message. Press **(Y)** to Cancel edit? (Y/N). To return to the original screen with all messages in the MESSAGES file displayed, press **(F3)**.

You can find out the contents of a message without exiting to Text to display the message by using the PRINT function. Make sure your printer is on-line and the paper is aligned properly. Press **(F2)**, then **(CLEAR) (5)** to display the current printer settings. Type **5 (ENTER)** for Left Margin, then **70 (ENTER)** for Printed Line Width.

Press **(F3)** to return to Mail. Press **(↓)** to move the marker to the message from Dave, then press **(CLEAR) (3)**. The following message is printed while you remain in the Mail application.

The meeting with the sales force has been rescheduled for March 6, 8:30 a.m. in the conference room. Ann can't come but will be sending her assistant. She is still having problems with that one distributor in Nacogdoches and needs to talk with someone in Personnel. When you get back, call her as soon as possible.

I'll be taking the Houston clients out tomorrow night and will let you know what transpires. They want to amend some contract clauses and discuss some changes in due dates. 2/28@ 9:00 a.m. we'll be meeting with the legal dept. and if possible, I think you should go, too.

See you when you get back.

Since you have a printout of Dave's message, go ahead and delete it. To delete the message currently highlighted, press **(CLEAR) (8)**. The message is erased from the screen and deleted from the diskette.

Print the other two messages, from Richard and Laura, one at a time. Move the marker to the message from Richard, make sure the printer is ready, then press **CLEAR** (3). After the printer has stopped, press (1) to move the marker to the other message from Laura, and press **CLEAR** (3) again. The following messages are printed.

I'm afraid you're going to have a problem with trying to claim that one deduction. I'm going over the new tax laws now with a fine toothcomb but since there's no precedent, it'll be hard to find evidence in similar cases. If you can't claim it as a deduction, we may be able to write it off as a loss.

Call me when you return.

Have to make a quick trip to Tulsa today. Will be back tomorrow around 4 p.m. See you then.

Love and kisses,  
Laura

## Creating Messages

Now that you've reviewed all your messages, you need to create two messages — one for Dave and one for Laura. Press **(CLEAR) (1)** to create and send a message to a file. The screen shows:

```
CREATE MAIL                                02/25/85  10:30am

DATE : 02/25/85  10:30am
FROM : 
DESCRIPTION : 
TO : 

Enter information or [BREAK] to cancel
```

The DATE and time displayed are automatically used for the date and time the message is created. (The time displayed on your screen will probably be different.) Type **John (ENTER)** at the FROM prompt. For DESCRIPTION, type **URGENT -- going to Nacogdoches (ENTER)**. Then at the TO prompt, type **DAVE (ENTER)**. Now, a Mail file called Dave is being created on the disk. (If you just press **(ENTER)** at TO, the message is automatically placed in the default MESSAGES file.)

**Note:** If you want to change the DATE and time, press **(F2)** and change the DATE and/or time using the subfunctions menu, before pressing **(CLEAR) (1)** to create a message.

After you enter TO whom the message is for, you are taken automatically to the Text screen to enter the contents of the message. Type the following paragraph, pressing **(ENTER)** at the end of the message. If you make any mistakes in typing, use the available editing functions in Text. (See the *Quick Reference Card* or press **(F2)** for HELP to look up information.)

I've already talked to Ann and have decided that this situation has gone on long enough. I'm going directly to Nacogdoches and should be back in the office the morning of the 28th. Meet with Ann and get the necessary personnel papers ready. If you need to contact me, I'll be staying at the Holiday Inn.

After typing the contents of the message, press **(F3)** to exit the Text screen and return to Mail. Note that this message is not displayed because it is in a file called DAVE — not in the current file, MESSAGES.

Now, press **(CLEAR)** **(1)** to create a message to leave for Laura. Type **John** **(ENTER)** at the FROM prompt, then for DESCRIPTION, type **Trip to Nacogdoches** **(ENTER)**. At TO, type **Laura** **(ENTER)**. Type the following paragraph, pressing **(ENTER)** at the end of the message.

Received your messages -- congratulations on raise, also what was going on in Tulsa?

I've got a sticky problem in Nacogdoches and am going directly there. Can you pick me up at the airport 2/27 @ 10:30 pm? Love, John.

After you have typed the message and everything is correct, press **(F3)** to exit the Text screen and return to the Main Menu. Note that under the Mail column, a new message file you just created, DAVE, is displayed.

Read the next section, "Host," to see how a remote user can "pick up" the mail you just created.

**Note:** You can reenter the Text screen by using the DISPLAY function to edit or simply review a message. Press **(F3)** if you changed or edited the message, then press **(Y)** to save the new message. If you change a message, both the old message and new message exist (only the creation date/time information differ). To keep your files up-to-date, delete the duplicate, unnecessary message, old or new.

# HOST

The host function lets you access DeskMate (the “host” computer) from a remote terminal or computer. At the remote terminal, you can read messages from or place messages in a Mail file and send or receive a specific file to and from the DeskMate system. At the host computer, you can turn on the Host function to allow a remote-site user access to the DeskMate, turn the security option on to prohibit local use of the DeskMate, or cancel the remote session by turning off Host.

Before using Host, you must make sure that the communications parameters of both the Host computer and remote terminal/computer match, just as you did in Telecom. If necessary, use the Telecom application now to set the communications parameters. For additional information, see the section, “Telecom,” and Appendix B in the *Reference Manual* to determine which parameter settings are necessary for communications.

The user at the Host computer must first define the type of modem and its protocol (particularly for answer mode). If you followed the instructions in the section, “Telecom,” you have already done this. If the remote-site user is using a Model 4 or 4P and has a copy of the DeskMate program, he or she should check the communications parameters and define the computer dialing sequence for the remote modem.

If you are using a Modem II, make sure the POWER switch is ON and the TEST switch is OFF. Set the DTR switch at the back of the modem in the OFF position and the MODE switches to AUTO and ANSWER.

If you have the proper equipment set up — a Host computer with an auto answer modem, remote terminal or computer with a telephone hook-up via a modem, cables, and so on — and another person at the remote site to access the Host computer, try the following experiment. There are two sets of instructions: one for the DeskMate user (HOST) and one for the remote site user (REMOTE).

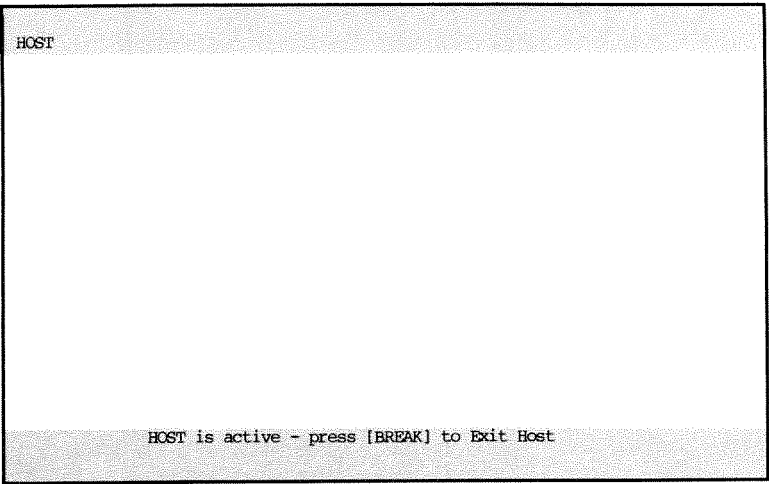
**Note:** Taking it from the point at which you stopped in Mail, assume the remote site user is Laura. One of the messages REMOTE will pick up is the message you created in Mail and put in her mailbox (the LAURA file).

**HOST:** At the Main Menu, press (CLEAR) (4) to turn on the auto-answer HOST function. The HOST screen is displayed, and now the remote terminal user can access the DeskMate. You are asked if you want security. Press (N). (See the discussion at the end of this section for details on the Security option.)

**REMOTE:** Dial the telephone number of the host computer. When the phone has been answered and you hear a tone, hang up the phone.

If you are using a Model 4 or 4P and have a copy of the DeskMate program, go into TERMINAL mode of Telecom to use the CALL function, then type the telephone number of the host computer and press (ENTER). Stay in TERMINAL mode so that you can use the functions available in TERMINAL mode while accessing the host computer's DeskMate. Or if you have a communications program like Videotex, load it so that you can use the computer's memory for information retrieval.

If you have set up the equipment properly and HOST is turned on, the HOST should show:



**REMOTE:** Press **(ENTER)** twice. To gain access to DeskMate, you must enter the system password. Type **Fromage** **(ENTER)**. Next, you see the Remote Menu.

**Note to REMOTE:** If you are in the **TERMINAL** mode screen, you will see all information shown in these examples, in addition to the top title line indicating that you're in **TERMINAL** mode with the function key label lines at the bottom of the screen.

---

DESKMATE REMOTE MENU

- 1) DIRECTORY OF FILES
  - 2) RECEIVE FILE FROM HOST
  - 3) SEND FILE TO HOST
  - 4) READ MAIL
  - 5) SEND MAIL
  - 6) DISCONNECT FROM HOST
- SELECT MENU OPTION >
- 

**Note to HOST:** During the entire time the **HOST** function is active, you will see what the **REMOTE** user types on the screen (the **REMOTE** user's commands) but will not see the information the **REMOTE** user sees on his screen in response to his command. For example, you'll see the name of the file the remote user is sending or receiving, but not the contents of the file. For the entire session, the **REMOTE** user plays the active role and you just see the requests the **REMOTE** user enters. At the end of session, the **REMOTE** user will disconnect from the **HOST** after sending you, the **HOST**, a message.

**REMOTE:** Type 1 **(ENTER)** to see the Directory Menu. The screen shows:

- 
- DIRECTORY MENU
- |             |              |
|-------------|--------------|
| 1) MAIL     | 5) WORKSHEET |
| 2) CALENDAR | 6) AUTOLOG   |
| 3) TEXT     | 7) ALL       |
| 4) FILER    |              |
- SELECT MENU OPTION >
- 

Type 3 **(ENTER)** to see all Text files currently in the DeskMate directory. The screen shows:

---

LETTER/DOC:1	CUSTADDR/DOC:1	SUPPLADDR/DOC:1	WILLIAMS/DOC:1
--------------	----------------	-----------------	----------------

DIRECTORY COMPLETED

---



Press any key to indicate that you are finished looking over the information. Next, you are going to receive a file from the HOST DeskMate.

**Note:** It is difficult to read the information as it is being sent to your screen from the HOST computer because the file is being transmitted in its exact form. In other words, the computer cannot tell when the end of a line of information has been reached (indicated by a line-feed or carriage return) so that it can start displaying remaining information on the next line. On the screen, all information will be displayed on the same line, over and over.

However, if you are using Telecom or a communications package like Videotex, you have several options as to what you can do with the incoming information. For example, you can open the RAM buffer, then save or print the information after receiving it. Also, with Telecom, you can either use the PRINTER option to print the information as it is being received or turn on the Auto Line Feed option so that you can read the file as it is being transmitted. You can also use the TERMINAL mode function, RECEIVE, to save the file on disk directly as it is being transmitted.

To retrieve any type of file from the DeskMate, use the second option from the Directory Menu. To see the text file that contains the addresses of Edwin Raymond's customers, type 2 (ENTER), then type CUSTADDR/DOC (ENTER) for the Host file you want to receive. After the Host computer finds the file and is ready to transmit it, you see the following message:

---

FILE READY FOR TRANSFER,  
PRESS CONTROL Q TO PROCEED,  
CONTROL S TO PAUSE, AND  
CONTROL C TO END

---

Decide what you want to do with the information — save, print or display it — then get your computer ready for whatever option you choose. For example, suppose you are using Telecom and are in **TERMINAL** mode. Press **(CLEAR) (2)** to get your computer ready to save a file, then type a name for the file you are going to receive and press **(ENTER)**. Now, both the Host computer is ready to send the information and the remote computer is ready to receive and save the incoming file.

Press your control key **(CTRL)** on all Tandy computers and terminals) and **(Q)** to start displaying the addresses in the CUSTADDR/DOC file. The following addresses will be transmitted although it will be difficult for you to read them on the screen. You can press your control key and **(S)** to temporarily stop the transmission. Press your control key and **(Q)** to restart the data transmission.

---

Miss Cindy Beauchamp  
2209 Riverdale Road  
Fort Worth, Texas 76107

Mr. Frederick Davis  
6601 Oak Boulevard  
Arlington, Texas 77109

Mr. John Helmer  
900 Valley View  
Grapevine, Texas 78105

Ms. Ellen McKinney  
3398 Ridgeway  
Apartment 500  
Fort Worth, Texas 76103

Mr. and Mrs. Robert Miller  
6703 Austin Street  
Dallas, Texas 74123

Mr. Lewis Roach  
7400 Seventh Street  
Grand Prairie, Texas 77156

Mrs. Eliot Williams  
1908 Florida Avenue  
Denton, Texas 70912

Ms. Laura Wordsworth  
8808 Pine Valley  
Fort Worth, Texas 79874

---

After the entire file has been transmitted and displayed, press **(ENTER)** to display the Remote Menu. Later, you can read the CUSTADDR/DOC file using the Text application.

Type **3 (ENTER)** to send a file to the HOST computer. For the filename, type **TEST/DOC (ENTER)**, then type the following sentences to be contained in the Text file, TEST.

---

**This test is for checking the Host Function, SEND FILE TO HOST. After the remote session is through and the remote-site user has disconnected, the Host computer will read this file using the Text application.**

---

After you type the sentences, press your control key and **(C)** to mark the end of the file and send it to the DeskMate. The file is sent directly to the DeskMate directory and diskette (not to the HOST computer's screen) so that when the HOST user gets a chance, he can access the file from the Main Menu.

To read your messages, type **4 (ENTER)** at the Remote Menu, then type **LAURA (ENTER)**. A summary of the first message in the LAURA Mail file is displayed.

---

FROM: Mom  
DATE: 02/24/85 11:00am  
DESCRIPTION: Anniversary plans  
(R)EAD OR (N)EXT

---

Type **R (ENTER)** to read the contents of the message currently displayed. The message itself is displayed plus the summary of the next message.

---

Got the club room reserved on 3/5 @ 7 pm for our 30th anniversary.  
Remember - it's still planned as a surprise for your father. Love - Mom

END OF MESSAGE.

FROM: Jeff  
DATE: 02/24/85 5:30pm  
DESCRIPTION: Project 3100  
(R)EAD OR (N)EXT

---

To skip a message, type **N** **(ENTER)** to see the next message. At this point, do whatever you want. Type **R** **(ENTER)** to read the message or **N** **(ENTER)** to see a summary of the next message. If you type **R** **(ENTER)**, the screen shows:

---

We received the mechanicals for Project 3100 and it's ready to go into blueline stage. Do you want to see it again?

END OF MESSAGE.

FROM: John  
DATE: 02/25/85 10:30am  
DESCRIPTION: Trip to Nacogdoches  
(R)EAD OR (N)EXT

---

(If you type **N** **(ENTER)**, you will see only the summary of John's message.) Type **R** **(ENTER)** to read John's message.

---

Received your messages - congratulations on raise, also what was going on in Tulsa?

I've got a sticky problem in Nacogdoches and am going directly there.  
Can you pick me up at the airport 2/27 @ 10:30 pm? Love, John.

END OF MESSAGE.

NO MORE MESSAGES.

---

Press **(ENTER)** to return to the Remote Menu. To place a message in the default MESSAGES file used to collect all messages for John, type **5 (ENTER)** to send mail, then press **(ENTER)** to send the message to the default Mail file, MESSAGES. Type **Laura (ENTER)** at the FROM prompt, then type **Response to 2/25 message (ENTER)** as the DESCRIPTION. (The date and time of the Host computer are automatically assigned to the message.)

Type the short message below, and when you are finished typing, press your control key and **(C)** to end the message and send it to the DeskMate.

---

**Sure thing - I can pick you up. How'd you like a late night celebration at Cafe du Marseille?**

---

**REMOTE:** To log off, type **6 (ENTER)** to disconnect from the HOST computer. You may want to read the CUSTADDR/DOC file you received using the Text application.

**HOST:** To exit the Host screen, press **(BREAK)** to return to the Main Menu. To see if the TEST/DOC file was transmitted and received at the DeskMate, try to open that file using the Text application. Also, check the MESSAGES mail file to see if the message was received from the remote-site user.

## Security

You may want to use the Security option of Host, which is just like HOST without security except that *no* remote activity is displayed on the DeskMate screen, and you can prevent local use of the DeskMate. To activate the security option, press (Y) to the prompt, Security? (Y/N), right after you select HOST from the Main Menu and enter the HOST screen.

Without activating the Security option, the DeskMate user can always press (BREAK) to disconnect the remote site user and regain control of the DeskMate system. However, with Security turned on, you can completely lock out local operation. If a system password has been entered for the DeskMate and people at the DeskMate computer try to press (BREAK) or (F3), they will have to enter the password to disconnect the remote site user.



## ENDING THE SAMPLE SESSION

You are now finished with the sample session. You can continue using the sample data files to experiment and try new things not covered in the Sample Session. For example, you can try using Host and Telecom together to transmit information between two computers, saving data received from an information service using Telecom, or copying data from an application like Calendar to a Text file. Use the *Reference Manual* to look up information on the application and function you want to use.

When you are ready to start using DeskMate for your own purposes, use the DELETE function on the Main Menu to erase the data files used in the sample session — LETTER, WILLIAMS, CUSTADDR, SUPLADDR, TEST, BUDGET, EXAMPLE, TABLE, CLIENTS, SUPPLIER, AGENDA, DAVE, LAURA, and MESSAGES. Also, delete any files received or sent using Telecom or Host.

Next, you need to erase the Phone, Alarm, and Mail data. Press (F2), then (CLEAR) (3) for PHONE. Delete each phone entry, one by one. Press (F3) to exit PHONE, then press (CLEAR) (3) at the Main Menu to display the events in the ALARM file. Highlight all the events using the SELECT function, and then DELETE them. Return to the Main Menu and select the MESSAGES file and Mail application. Delete each message, one by one.

The final step to making DeskMate ready for your data is to delete or change the password. Press (CLEAR) (5) at the Main Menu for the PASSWD function. If you do not want to use a password to access DeskMate as a direct DeskMate or remote-site user, press (ENTER) for New Password. To assign a new password to access your DeskMate, simply type the new password and press (ENTER).



**Note:** You may want to keep the Telecom file, CSIS, if you created an autolog file in the sample session that you can actually use.

Now, all sample data is erased from the DeskMate diskettes. Make a backup of the data diskette to use for your data.

At the end of each day that you enter data into the DeskMate, back up the DeskMate Data Diskette and any other diskette on which you are storing data. By following this procedure, you'll be able to retrieve most of your data in case of a mishap.

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